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ABSTRACT

This handbook is designed for users of the D. Hiden Ramsey Library at the University of North Carolina at Asheville "make sense" of library research. Guidelines and information are divided into eight chapters: (1) "Using the D. Hiden Ramsey Library"; (2) "Developing a Library Research Strategy"; (3) "The Library Catalog and Other Electronic Databases"; (4) "Finding Information in Periodicals"; (5) "The Reference Collection"; (6) "Using the Internet and World Wide Web for Research"; (7) "Government Information"; and (8) "Other Formats and Collections: The Media Center and Special Collections." Appendices include sample exam questions (Library Research 102), the Library of Congress Classification System, Ramsey Library locations, and style manuals and information on formatting a bibliography. (AEF)

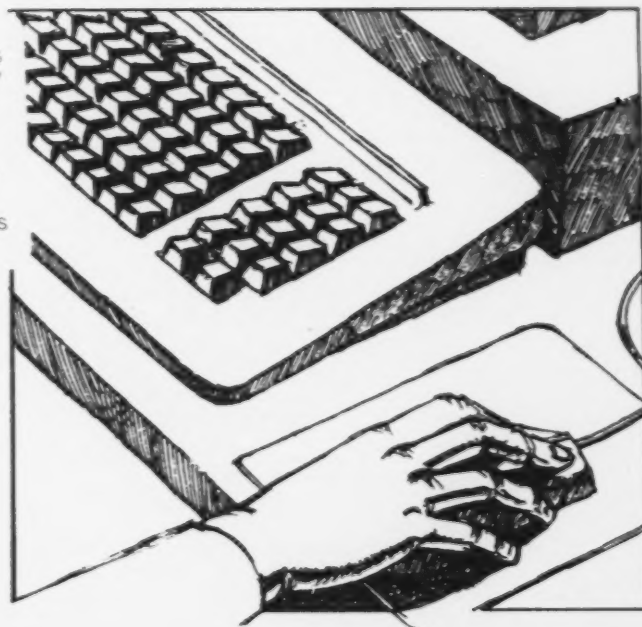
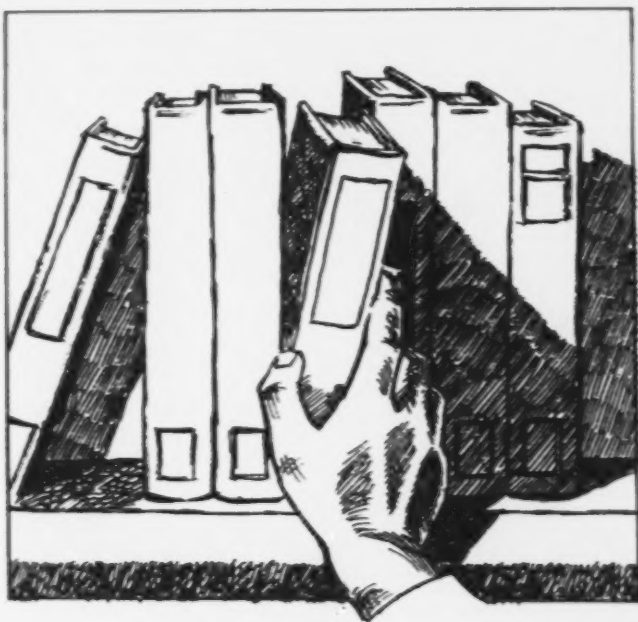
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Edited by
Bryan Sinclair

Contributors
Araby Greene
Anita White-Carter
Ellie Marsh
Leith Tate
Helen Wykle

Illustrations by
Michael Youngblood



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D. Hiden Ramsey Library



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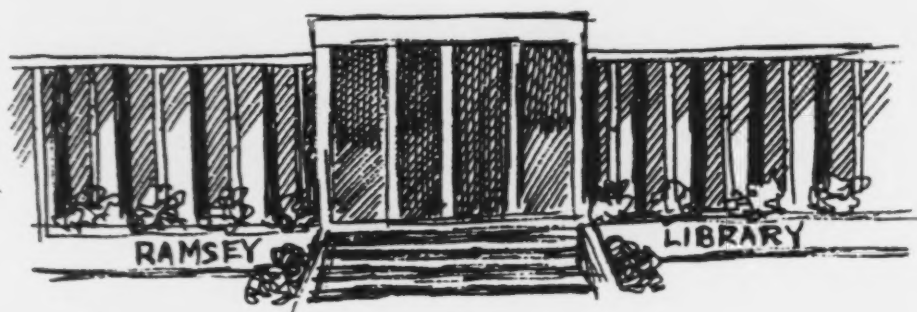
Introduction

"A weekday edition of *The New York Times* contains more information than the average person was likely to come across in a lifetime in seventeenth-century England," Richard Saul Wurman writes in his 1989 book, *Information Anxiety*. This boggles the mind, especially when you consider that *The New York Times* is only one of tens of thousands of newspapers and other periodicals available in print and online, with new ones being published every day. Over the last couple of years, book production in this country has soared to over 60,000 titles annually, the highest book output recorded in history. And what about the explosion of online information? AltaVista, one of several search engines on the World Wide Web, touts that it indexes "over 125,000,000 unique Web pages that you can search in less than a third of a second." Libraries are acquiring increasing numbers of print resources, while at the same time purchasing more and more electronic databases and services to meet the needs of their users. Ramsey Library now provides access to over 50 separate electronic resources, including full-text periodical indexes, online journals, and reference tools via the World Wide Web.

In the face of such an information glut, it would be quite normal for the student researcher to feel overloaded and overwhelmed. That's the reason for this book, to help you "make sense" of library research. There is a lot of information in this book for you to digest, but if you can remember just one key point from its inspired pages, your academic career will go a lot smoother: If you are lost, in doubt, confused, disgusted, or even nauseated by the library research experience, before you give up, **ask a Reference Librarian for help!** That's why we're here. Now, as an alternative you could go home and veg in front of the TV and forget about that research assignment for a while. But, of course, you'd have more than 60 channels to choose from.

Chapter 1

Using the D. Hiden Ramsey Library



Although this text uses the D. Hiden Ramsey Library at the University of North Carolina at Asheville as the laboratory for the library research learning experience, much of what you learn from this book can be applied in any academic library.

Discussed in this first chapter are the services and policies that you need to know about when using the UNCA library. Many topics addressed here will be treated in depth later in the book, but don't hesitate to ask questions at the Reference Desk about anything covered here.

The Basics

Library Hours

Monday - Thursday	8:00 a.m.	-	Midnight
Friday	8:00 a.m.	-	6:00 p.m.
Saturday	10:00 a.m.	-	6:00 p.m.
Sunday	1:00 p.m.	-	Midnight

Special hours are posted during exam weeks, semester breaks, intersessions, summers, and holidays.

Borrowing Library Materials

All materials to be taken from the library are checked out at the Circulation Desk on the main floor or at the Media Center Desk on the lower level. Use your barcoded student ID to check out library materials or to use reserve materials.

Loan periods

- 3 weeks** - books, government documents, curriculum materials, audiocassettes
- 1 week** - compact discs
- Overnight** - current periodicals (from 2 hours before closing to one hour after opening the next day)

Some materials, such as reserves, have varying loan periods. There are many items that must be used in the library, including reference books, bound periodicals, items in special collections, microforms, some media items, and some reserve materials.

Overdue fines

- 3-week loans** - \$.20 per day
- 2-hour reserve** - .20 per hour
- Other reserves** - 1.00 per day

The library allows a four-day grace period for 3-week loans. After the fourth day, the full fine is charged. So, the fine for a book that is five days overdue is \$1.00.



Be considerate of your fellow collegians.
Return library materials promptly when you are
done with them.

Library Services

Ramsey Library offers many services in addition to providing a collection of books and other resources for library users to consult and borrow. Major library services are outlined on the following pages.

Reference Service

Librarians staff the Reference Desk during most of the hours that the library is open, and reference service is available for all library users. The purpose of this service is to provide assistance in locating information, give individualized instruction in the use of the library's print materials and electronic resources, and offer guidance in the selection of information resources most useful for your needs.



If you have a research or information need, come to the Reference Desk. We hope that you will see it as an open and friendly place where your questions are always welcomed.

Circulation Services

The **Circulation Desk** is staffed whenever the library is open. Books and other materials are **checked out** and **returned** at the Circulation Desk. You may **renew** the loan period of a book you have checked out if no other user has requested it. If you need an item that has been checked out, you may place a **hold** on it, reserving it for you when it is returned. Circulation can also **recall** an item from another borrower if you need it.

In addition to circulating materials, the circulation staff does its part to keep this library humming like a well-oiled machine. They will reload paper into photocopiers, perform minor equipment repairs, and respond

to emergency and security needs. Remember, the Circulation Desk is staffed during all hours that the library is open.

The circulation staff manages the operations of the **microforms room**, located around the corner from the Circulation Desk. This area houses most of the library's microfilm and microfiche holdings. Reader/printers are available for making paper copies of microfilm and microfiche and a change machine is provided.

Group study rooms located on the upper and lower floors of the library are available on a first-come first-serve basis to students wishing to work or study together. There are also **private study carrels** available to seniors engaged in major research projects. You may apply for a private study carrel at the Circulation Desk. **Study carrel storage cabinets** may be assigned to students to store books and other research materials. Apply for a cabinet at the Circulation Desk, where you will be issued a personal key to your cabinet. Be considerate of others. **Do not** use your carrel cabinet to store reference materials, periodicals, or any circulating books that have not been checked out to you.

Lost and found items may be turned in and claimed at the Circulation Desk. The library provides this service as a courtesy and cannot be held responsible for lost items. Ask at the Circulation Desk for details.



Ramsey library is committed to making its facilities, collections, and services accessible to users with disabilities. Ask at the Circulation Desk for details.

Reserve Service

In order to ensure students' access to certain course materials, professors sometimes place items "**on reserve**" in the library. Print materials that have been placed on reserve are obtained at the Circulation Desk, while media items on reserve are obtained at the Media Center Desk. You will need your UNCA ID to check out reserve materials.

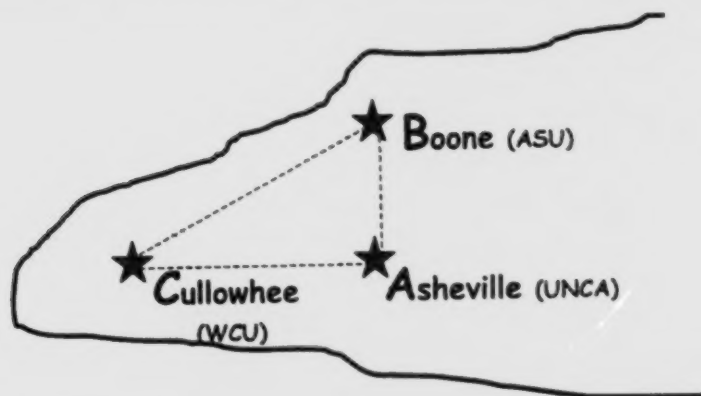
The most common type of library reserve is checked out for library use only for up to two hours. Some reserves may be checked out overnight, three days, or one week.

Because it is important that reserves be returned on time, fines for overdue reserve materials are 20¢ per hour for 2-hour reserves and \$1.00 per day for other reserves.

ABC Express Service

UNCA library users have easy access to materials at other nearby university libraries. UNCA, Appalachian State University (ASU) in Boone, and Western Carolina University (WCU) in Cullowhee form the **Western North Carolina Library Network (WNCLN)**.

This network of university libraries has arranged for the cooperative lending of library materials. The service, called **ABC Express**, is available to students, faculty, and staff at all three institutions.



ABC = Asheville + Boone + Cullowhee

(The "Other" Research Triangle)

A van delivering books and journals (both print and microform) requested through this service arrives at Ramsey Library each Monday, Wednesday, and Friday. Consult ABC Express information screens available from the online library catalog.

Books received through ABC Express normally have the same check-out period as books from Ramsey Library (3 weeks).

When you order a journal article through ABC Express you will receive the journal itself for use in the library. You may make photocopies of articles if you wish. Journals are returned on the next van.

Ask at the Reference Desk for help when requesting materials via ABC Express. Once you have requested an item, you will **not** receive notification when it arrives. Simply pick it up at the Circulation Desk on the expected arrival date.

Interlibrary Loan Service

Interlibrary Loan provides access to materials not held by the three network libraries. The interlibrary loan system allows Ramsey Library to borrow books or obtain photocopies of journal articles from other

libraries in the U.S. The service also obtains articles from commercial document providers.

Book loans are generally free, but photocopy requests usually include a charge that can vary depending on the lending library. Most requests are filled within two weeks, although some requests may take longer. Articles requested from commercial document delivery services may arrive within 48 hours, although such articles are considerably more expensive. This service is available to UNCA students, faculty, and staff and to students from other campuses who are registered to take courses on the UNCA campus. Ask at the Reference Desk for forms and further information.

Other Services

The Media Center and Special Collections offer unique collections and services to the UNCA community. The Media Center houses the library's collection of media materials and equipment and provides media services to the campus. The Ramsey Library Special Collections houses special books, manuscripts, photographs, and other items that require special protection because of their rarity, cost, or relevance to UNCA. These library units are discussed further in Chapter 8.

Finding Library Resources

Libraries have long worked to develop efficient ways to store and retrieve their materials. One common arrangement, the one used for most of the materials in Ramsey Library, is to group holdings first by format (for example books in one location, magazines and other periodicals in another) and then by subject. In such an arrangement, all the books about psychology would be found in one part of the library and all the videos on American history would be in another.

Call Numbers

Go to any shelf of books in the library. You will notice on the spine or front cover of each book a label featuring a combination of letters and numbers, a **call number**. When books in Ramsey Library's main collections are placed in order according to these call numbers they are grouped together by subject categories. Therefore, the book's call number tells us not only where the book belongs in the library, but also where it belongs in the universe of human knowledge. This approach to the arrangement of library materials is called **classification**.

There are several classification systems used today. For most of the items in its collection, including books, periodicals, and some media, Ramsey Library has chosen to use the **Library of Congress Classification System**.¹ This system, developed by the Library of Congress in Washington, D.C., has become the most widely used method of classification for academic libraries in the United States.

For a list of the major subjects used in the Library of Congress classification system, see Appendix B.

Classification systems differ in the style of call number that is used. In the Library of Congress classification system, call numbers include both alphabetic and numeric characters, and each call number begins with a letter or letters of the alphabet. In the Dewey Decimal classification system, a commonly used system which may be familiar to you from your high school or local public library, call numbers begin with a number.²

Let's look at how the Library of Congress system works. This system uses letters of the alphabet to indicate basic categories, then adds additional letters and numbers to indicate more specific subjects.

Q is the letter used for the *broad category* of science.

QC indicates the *more specific subject* of physics.

QC 474 is the *even more specific subject* of radiation physics.

In this way, specific subjects are grouped together within the larger category of knowledge to which they relate.

There are some special rules to keep in mind when attempting to locate materials by call number. Items are arranged alphabetically by the first line of the call number, for example:

D DA DB DC DD ... DZ

Then, within each letter group, the arrangement is numerical by the second line, for example:

DG	DG	DG
1	2	3 ...

Since the third line contains both letters and numbers, the arrangement is alphabetical by letter first, for example:

DG	DG	DG	DG
1	1	1	1
.A1	.B1	.C1 ...	.Z1

then numerically by the numbers following the letters. Be sure to notice that the third line has a decimal, so the numbers should be treated as decimal fractions. For example:

DG	DG	DG	DG	DG	DG
1	1	1	1	1	1
.A3	.A34	.A6	.A606	.A82	.A9

If you have trouble determining which decimal numbers in the third line of the call number come first, mentally add zeroes to the numbers until all have the same number of digits. This makes it easier to see which numbers come first, second, etc.

For example:

DG	DG	DG	DG
12	12	12	12
.A24	.A6(0)	.A83	.A9(0)

To find a book in the library, first search the online library catalog to get the call number. Then, go to the section of the library where books with that call number are shelved. Because books are classified into subject areas, you can go directly to the shelves where items on that subject are located and browse for related items.

Locations

Materials housed in Ramsey Library are kept in various locations. Locations, like call numbers, are indicated on the item's label, with one exception. Because they make up the majority of our collection, books in the general collection do not have a location printed with their call number. Materials in other locations do.

Most of the resources in Ramsey Library are in the general or circulating collection, sometimes called "the stacks." Other locations are often necessary because of special use or format. Items that have special locations include **reference** books, **reserve** items designated for specific course needs, **oversized** books that must be shelved separately, **special groups** of materials such as Juvenile Literature or Special Collections, and **non-book formats** such as periodicals, microforms, compact discs, or videocassettes.

Locations that start with ASU or WCU represent holdings at Appalachian State University or Western Carolina University. All materials in Ramsey Library have locations that begin with UNCA.

Some of the frequently used locations in Ramsey Library include:

UNCA GENERAL	circulating books in the general collection, located on the Upper or Lower Floor depending on the call number.
UNCA REFERENCE	non-circulating books located in the Reference Collection on the Main Floor.

UNCA PERIODICAL

magazines, journals, or newspapers on the Main Floor; may be current, bound, or on microfilm or microfiche.

UNCA RESERVES

items reserved by an instructor for a specific course. Print reserve materials are at the Circulation Desk, videos and other media items are at the Media Center Desk.

UNCA OVERSIZE

oversized books, located in a special section on the Upper Floor.

UNCA SPEC COLL

rare or special items located in the Special Collections room on the Upper Floor.

A complete listing of Ramsey Library locations is provided in Appendix C.

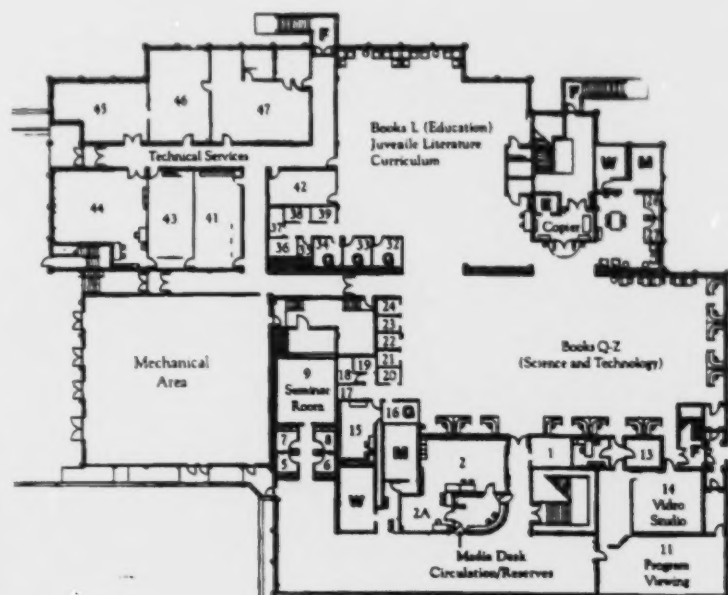
Item Status

In addition to the call number and the location, each item record in the library catalog indicates the **status**, that is, whether the item is available on the shelf, currently checked out, in processing, in transit from one WNCLN library to another, etc.

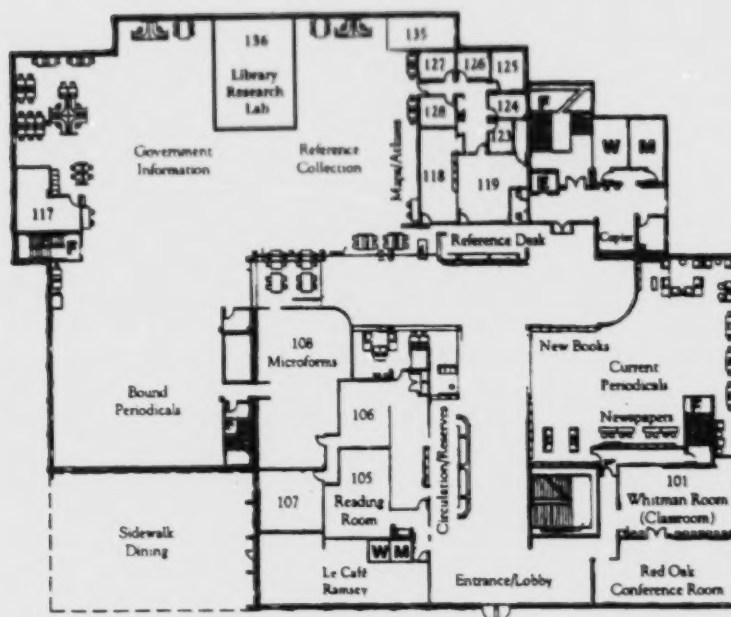
Ramsey Library Floor Plan

Lower Floor

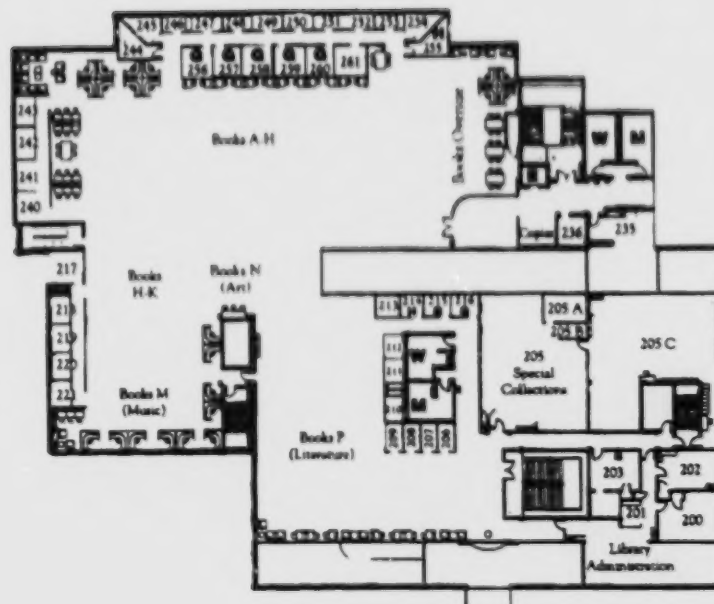
KEY	
E	Elevator
T	Telephone
G	Group Study Rooms
H	Handicap Accessible
F	Fire Escape
M	Men's Restroom
W	Women's Restroom

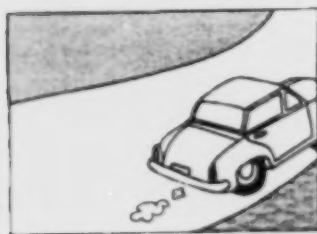


Main Floor



Upper Floor





Rules of the Road

In many ways, Ramsey Library is your library. It is our hope that you see it as a comfortable place to conduct research or just hang out. But please be mindful of the "road rules," library policies that ensure the maximum use of our collections and services for all users.

Food, drink, and tobacco use are prohibited inside the library gate. Café Ramsey is available off of the library lobby for snack and coffee breaks. All UNCA buildings, including the library, have been designated as smoke-free environments.

Library PCs and printers are for research purposes. Limit recreational Web surfing, e-mailing, and other computer use to residence halls, computer labs, or home. Users needing to search the library catalog or a periodical index should not have to wait for someone printing a fried green tomatoes recipe or taking part in an online chat session.

ABC Express and **Interlibrary Loan** are services that we gladly provide to UNCA faculty, students, and staff. Use them as needed, but please do not abuse the privilege. Order only those materials you need and pick them up promptly.

Library resources are shared materials. Do not write in or deface them. Many persons, possibly over many generations, will use them, a fact which makes us all caretakers rather than consumers. Return books promptly after use, even if they are not yet due. And of course, return due books on time for others who are waiting.

Reshelving materials. Please do not reshelv library materials. Book trucks are provided throughout the library for materials once you have finished with them.

Quiet in libraries is appreciated by all users. The upper floor of the library is designated a quiet study area. If your neighbors are noisy, politely ask them to tone it down or ask a library staff member to intervene.

Chapter Notes

1. Other systems used in Ramsey library include a special classification developed by the U.S. Government for federal documents (see Chapter 7), and an adaptation of Library of Congress classification used for our abstracts and indexes.
2. You may find some books with Dewey Decimal call numbers in our online catalog. Belk Library at Appalachian State University has some materials in its collection that are classified according to this classification scheme.

Chapter 1 Exercises

1. Which of the following are available in Ramsey Library? (Circle the letters of all that are correct.)
 - a. microfilm reader/printers
 - b. media equipment
 - c. group study rooms
 - d. photocopiers
 - e. microfiche reader/printers
 - f. a café off of the lobby for snacks and coffee breaks
 - g. private study carrels
 - h. all of the above

2. Match each Ramsey Library service with its description.
 - ___ a. Reference Service
 - ___ b. Special Collections
 - ___ c. Interlibrary Loan Service
 - ___ d. ABC Express Service
 - ___ e. Reserve Service
 - ___ f. Media Center
 1. houses the library's collection of videocassettes, compact discs, etc., and provides media services to the UNCA campus.
 2. offers assistance to library users in locating information, using library materials, etc.
 3. a cooperative arrangement among schools in the Western North Carolina Library Network (WNCLN) for the loan of library materials.
 4. location of books, manuscripts, photographs, etc. that are rare, expensive, or of special relevance to UNCA.
 5. allows professors to limit the checkout period of certain items in order to ensure access for everyone in a class.
 6. allows library users in Ramsey Library to borrow books or get copies of articles which are not located in the Western North Carolina Library Network (WNCLN) from other libraries in the United States.

3. What is the name of the primary classification system used in Ramsey Library?

4. Most books in Ramsey Library are arranged by call numbers which allows them to be grouped by:

- | | |
|----------|------------|
| a. title | c. subject |
| b. size | d. author |

5. a. LA b. LC c. LC d. LD e. LD
 16 750 1843 570 5712
 .C4 .S34 .P43 .P21 .M62
 1994 1990

A book with the call number LD
 5712
 .M8

would be on the shelf:

- a. before (a)
b. between (b) and (c)
c. between (c) and (d)
d. between (d) and (e)
e. after (e)
6. Look at the Library of Congress classification system in Appendix B. Find the Library of Congress classification letter or letters used for the subject related to your major (or a subject you are interested in).

Go to the shelves where books in that classification are located. Notice how the books are arranged and how books on similar subdivisions within the main subject are grouped together.

7. Find the books with call numbers that begin QC 355. What subject do these books share?

8. Find the books with call numbers that begin E 382. What subject do these books share?

9. If books on **mechanical engineering** have call numbers beginning with the letters TJ, which of the following letter combinations probably designates books about **electrical engineering**?
- a. AM
 - b. HQ
 - c. PR
 - d. TK
 - e. Z
10. Most of the holdings in Ramsey Library are in the
- a. general or circulating collection.
 - b. reserve collection.
 - c. reference collection.
 - d. oversize collection.
 - e. curriculum materials collection.

Answers
Chapter 1

1. h; all of the above are available in Ramsey Library.
2. 2.a., 4.b., 6.c., 3.d., 5.e., 1.f.
3. Library of Congress classification system
4. c
5. e
6. (no single correct answer)
7. optics, light
8. Andrew Jackson
9. d
10. a

Chapter 2

Developing a Library Research Strategy



Library research begins when you need information, for your own satisfaction or to fulfill an academic assignment. This may involve locating one specific fact or writing a 20-page research paper. The process of solving each research problem is similar, although the depth of the research and the time it takes will depend upon the assignment.

A library research strategy is a plan of action that gives direction to your research, enabling you to conduct research systematically rather than haphazardly. It can help you stay on track, save time, reduce frustration, and enhance the quality of your research.

While carrying out your research strategy you will need to exercise critical thinking throughout the process. For each new information resource that you discover, consider the quality of the information and its appropriateness to your topic. You should remain constantly aware of the quantity of material you are gathering as well, asking yourself, "Is it too much or not enough?" Conducting research is not easy. It can cause anxiety and frustration. So, before you start sticking pins in that voodoo doll made to look like your professor, remember that you're not alone and that you can always ask for help at the Reference Desk.

There are numerous correct ways to conduct research. The strategy presented in this chapter is one possible model that works well with any academic assignment. It is a suggested strategy that can be modified for individual needs.

Steps in the Library Research Process



Define Your Topic

After you have chosen your general topic, you need to define it further. Be sure you understand the assignment before you begin. Write down what you think you need to do and then discuss it with your instructor to confirm that you are on target. For vague or undefined assignments, brainstorming either in a group or individually may be a first step in exploring your possibilities. Although the reference librarians are happy to help you find sources or to suggest new directions for your search, they cannot interpret your assignment for you. So before you come to Ramsey Library, be certain that you understand what your instructor expects.

You may need to **narrow** a topic that is too general. A topic that is too general may lead you to more information than you can handle. For example, a paper on the entire American Revolution would be overwhelming, but a study of political developments in the colonies or colonial military strategies would be manageable.

On the other hand, if you find only a few or no sources dealing with a specific topic, you may need to **broaden** it, that is put your topic in its broader context. For example, you may not find any books entirely on the Battle of Marathon, but you would find information about that battle in numerous books on the history of ancient Greece.

One exercise you can use to define and develop your topic is to make a word list of terms related to it, including broader terms that expand

your topic, narrower terms that identify specific aspects of it, and related terms that you may not need but are available if you need to change your approach.

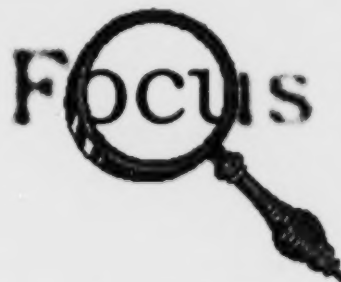
Your word list might look something like this:

My Topic: <u>Hippies of the 1960s</u>		
Broader Terms:		Narrower Concepts:
Bohemianism		Drug use among
Counter Culture		Politics of
Radicalism		Non-violence of
Social History--1960-1970		Communal living
Subculture		among
Related Terms:		
Anti-war movement		
Peace movement		
Free love; Flower power		
Flower child; Pacifism		

List the terms you find under each category. Make your word list flexible, so that it can change, expand, or shrink as needed. Use it along the way as you develop your research questions.

Seek a Focus

Throughout the early stages of your research, your topic should continue to develop. Seek a focus, a specific aspect or central concept of the subject that you want to address. For example, aromatherapy might be the focus in a paper on alternative medicine. The focus may be one aspect of the general topic, one of the narrower terms on your word list, or an idea you gleaned from an article in a subject encyclopedia or other source material.



Finding a specific focus for your research often marks the turning point in a library research project. At this point, your role changes from that of an observer to that of a participant or contributor to the knowledge in that field. When you do settle on a focus, alter your word list to

Get Some Background Information

reflect the direction you have selected and the terminology that will be important as you continue your research.

As you begin research on your topic, you should make sure you are well acquainted with the basic terminology of the discipline and that you have a certain familiarity with the concepts and ideas in the field. Having this background will help you feel more comfortable with your chosen topic and will place it in a wider context. Remember, as you investigate the background of your topic, add to your word list the subject headings, major concepts, keywords, and significant phrases that you find.

Encyclopedias are a great place to get an overview of a topic that is new to you. Encyclopedias will often identify narrower areas within the broader subject, which may suggest a focus for your research. Many encyclopedias will also provide bibliographies that can help you locate further sources of information.

When you think of encyclopedias, you may think only of general encyclopedias like *World Book* or *Encyclopaedia Britannica*. There are also many excellent **subject encyclopedias**, such as *McGraw-Hill Encyclopedia of Science and Technology* or *International Encyclopedia of the Social Sciences*, which can be very helpful in the early stages of your research.



Remember, encyclopedias are good **starting points**, but you should not think that when you have consulted an encyclopedia you have all the information you need on a subject, particularly for college-level research.

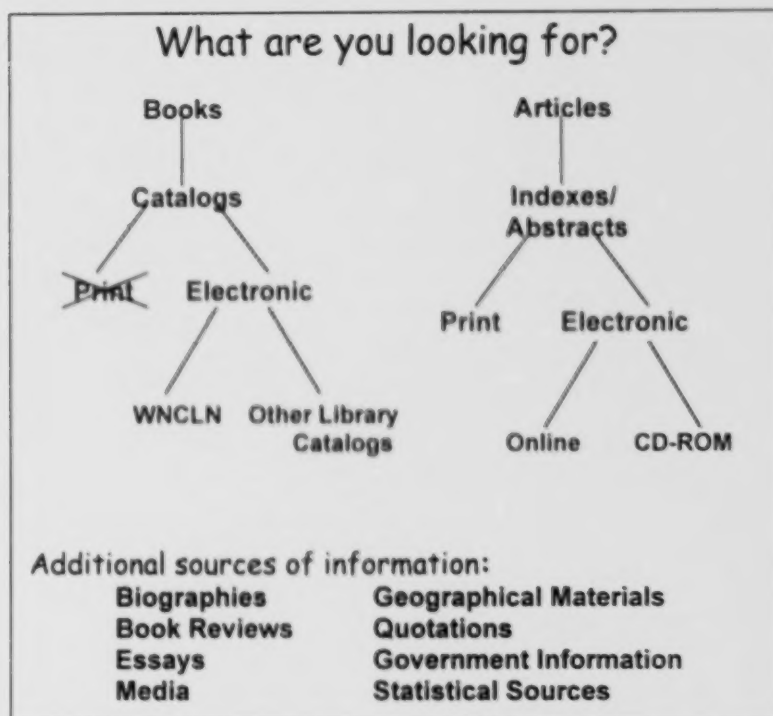
Work from general to specific. If a general encyclopedia does not give you enough background information, continue your research with a subject encyclopedia. As you consult subject encyclopedias, browse through the books near them on the shelves. You may discover other reference sources that will also be useful.

Dictionaries can be helpful in defining the unfamiliar terms and specialized terminology you may encounter as you begin researching a new subject.

Just as in the case of encyclopedias, there are general dictionaries that cover the entire world of words and subject dictionaries that define terms in specific subject areas. For example, subject dictionaries in the social sciences include *Dictionary of Sociology*, *The Social Work Dictionary*, *A Feminist Dictionary*, and *Dictionary of Gerontology*. There are also specialized dictionaries that deal with certain aspects of language like abbreviations, slang, and word origins.

Start Gathering Sources

The two major sources of information in the library are **books** and **periodical articles**. Your instructor will probably expect you to draw from one or both of these and to enhance your findings with other more specialized sources.



Books tend to record the established scholarship on a topic. They often provide footnotes and bibliographies that identify additional material on the subject. However, books take time to write and to publish, so they usually do not contain the most up-to-the-minute information.

Articles in magazines, journals, or newspapers are a good source for highly current news, views, and scholarship. Articles found in scholarly journals often include footnotes and bibliographies as well which can lead you to other helpful sources.

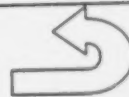
Additional sources of information are available to complement what you will find in books and periodical articles. Among these are biographical sources, book reviews, statistics, geographical sources, essays, quotations, government publications, and video documentaries. Statistical, geographical, and other factual materials substantiate the points you develop to really "make your case."

Selectively browse by going to the call number assigned to your topic. Because the Library of Congress classification system places

material by subject, scanning the shelves in the area you have identified can be a very useful way to find information.

Evaluate your source material at every point during your research. Make sure that it adequately addresses your topic.

Redirect Your Successful Searches



As you are doing your research, don't forget to make note of and use any useful **footnotes**, **bibliographies**, **subject headings**, and **keywords** you find along the way to lead you to other sources. A book or an article with extensive footnotes or a lengthy bibliography will suggest additional sources; the subject headings and keywords of one helpful item may also identify others.

In addition, look for other works written by the same **author**. Scholars tend to become experts in a field and continue working and publishing on that topic.

Finally, as you gather your information, look at the shelves nearby. **Selective browsing** often reveals material that you may have missed in your systematic searches.

Keep your eyes and your mind open as you investigate. Let your findings direct you to more information.

Get it Down

When you find information that is useful to you, print it, photocopy it, make note cards, or follow whatever procedure your instructor recommends. Make sure that you have recorded the **source** of the information, the **date**, and the **publication data**. You will need to know this when you prepare your bibliography (See Appendix D). Scholars who did not record this information in their notes have spent hours and even years hunting an obscure reference they wanted to cite in their work!

Synthesize the Information

Synthesis begins as you start to integrate the information you have gathered into your own intellectual product. At this point, you are organizing, composing, and processing, a sometimes difficult but essential step. This is a time of concentration, application of logic, and creativity. Your own genius will come through as you weave the information you have found into the fabric of new knowledge.

Evaluate Your Work

After the synthesis and presentation of your project are complete, evaluate your successes and your difficulties. Make note of procedures

to change or improve because, without a doubt, you will have another opportunity for library research in the future.

Concurrent Concerns

As you are following these steps of library research, stay focused on the matter at hand, use critical thinking to judge the quality, quantity, and appropriateness of the information you find, and stay cool. Don't stress yourself out. If you get bogged down in the information mire, ask a reference librarian to help tow you out.

Stay on Topic

Ask yourself, "Have I developed a clear focus for my research? Does this focus connect logically with my topic and fulfill the requirements of the assignment? Does the information I am finding match my chosen focus?"

Quality of Information

You should constantly judge the quality of the material you find using several standards. Consider whether the sources are objective, valid, logical, timely, and reliable.

Objective material is free from prejudice or bias. Is the author's point of view balanced and impartial? Is the information fact, opinion, or propaganda? It is not always easy to separate fact from opinion. Facts can usually be verified; opinions, though they may be based on factual information, evolve from the interpretation of facts. Propaganda, or the promotion of particular ideas, can often be detected because of the use of emotion-rousing words. Be careful. Skilled writers can often make you think their *interpretations* are "facts."

Valid information is well researched and supported by evidence. It may agree with the established scholarship or it may update or add new information to the field of study. The author's assumptions should be reasonable and free of errors and omissions. Footnotes and bibliographies should identify the work's place in the discipline.

Logical organization is an earmark of a high quality publication. Although the author may write in a complex and scholarly style, she must develop her arguments clearly, with her points presented in reasonable order.

Timeliness of the material is also important. Is it current for your topic? When was it published? If your topic concerns a field that is undergoing continual, rapid development, such as one of the sciences, you may need to collect more current information. On the other hand, material written many years ago on topics in the humanities may still be very important.

Reliable material represents knowledge based on competent research and can be evaluated by investigating the author. What are the author's credentials in this area? Is the book or article written on a topic in the author's area of expertise? Biographical sources, such as those indexed in *Biography and Genealogy Master Index* or the information located in the publication itself, can be used to determine the author's qualifications.

Have you heard this author mentioned elsewhere or seen the name cited in other sources or bibliographies? Respected authors are cited frequently by other scholars. Notice names that appear again and again in different sources and investigate them as part of your research.

To evaluate a book that you are considering using for your research use *Book Review Digest* or *Book Review Index* to locate critical book reviews. Then ask yourself, "Is the review positive?" "Is the book considered a valuable contribution to the field?" If the reviewer compares the book to others on the same topic, you can locate those sources to get more information or a fresh point of view.

Other questions to use when evaluating books include:

Are there later editions of the same work? Further editions usually indicate that a source has been revised and updated to reflect changes in knowledge. Also, many printings or editions can indicate that the work has become a standard source and is reliable.

Is the publisher well known and reputable? If the work is published by a university press, it is likely to be scholarly. The fact that the publisher is reputable does not necessarily guarantee a book's quality, but suggests that the work should be taken seriously and, like all sources, evaluated carefully.

If the source is a periodical article, is it in a scholarly journal or a popular magazine? Articles found in scholarly journals are likely to be written by experts who document their research with footnotes. Articles in popular magazines are usually written for a more general audience and lack footnotes.

Quantity of Information

Keep the length of the final product in mind as you investigate your topic. The amount of material for a five-minute speech or a three-page paper is considerably less than for an hour-long seminar or a twelve-page paper. Ask yourself, "Have I gathered sufficient material to meet my requirements?" "Will I actually use all of the material or should I limit further the scope of my topic?"

**Appropriateness
of Information**

Determine the intended audience for your work and gather material written for that audience. For every source you need to ask, "Is it too elementary, too advanced, too technical, or just right for my needs?"

Primary and secondary sources distinguish between records of what happened and reports compiled after the fact. **Primary sources** include eyewitness accounts published in newspapers, data collected in the census, thoughts and feelings recorded in diaries and letters, and the documentation of interviews and oral histories. Published material by prominent people, such as *The Complete Works of Abraham Lincoln* or *The Speeches of Martin Luther King*, would also be considered primary material. Most published information, however, falls into the category of **secondary sources**, which offer commentary written with reference to other documentation. For gathering primary information you will need to use sources other than standard books and periodical articles.

Research Stress



Research is as much an emotional endeavor as it is an intellectual one. It is normal to feel apprehensive at first as you face a research assignment and anxious when faced with the tremendous amount of information available in books, periodicals, online databases, and on the Web.

Delaying to select a topic and putting off that trip to the library can only add to research stress. In the research process you may identify a number of resources not held in Ramsey Library. Allow yourself enough time to get materials from ASU or WCU through ABC Express or from other libraries through Interlibrary Loan. Materials requested through ILL may take two weeks or more to obtain, so **don't procrastinate!** Decide on a research topic and get started!

Often, your research will revolve around a new and unfamiliar topic, and it may be necessary to educate yourself a bit. Going to a subject encyclopedia and developing a word list are excellent first courses of action. When the material becomes familiar and the work is clearer, identify the focus you wish to pursue.

When selecting the research focus, remember that you will be working intimately with the topic for an extended period of time. Choose a subject that not only fulfills the assignment but that will sustain your interest. There should be sufficient material on the topic you choose and ample time to sort through the resources available.

Conducting research is labor intensive and a good researcher is persistent. Follow your leads and leave no stone unturned. Call upon a librarian to help you identify resources that you may have overlooked.

In the final steps, when you use the information you have collected in combination with your thoughts in a paper or presentation, you are making your own contribution to scholarship. Who knows? Maybe the research you do today as an undergraduate may lead to bigger things -- a Master's thesis? an article or book of your own?

Chapter 2 Exercises

1. What is a library research strategy? _____

2. List one exercise you can use to define and develop your topic.

3. How can an encyclopedia be helpful to you when you are researching a topic with which you are unfamiliar? _____

4. What are the two major sources of information in the library?

5. What are some ways you can use one book or article to lead you to other books and articles on the same subject? _____

6. What are the main points to consider when evaluating the quality of information you find? _____

7. How do primary and secondary sources differ? _____

8. Other than to reduce your stress level, list one practical reason why you should not wait until the last minute to select a research topic and get started on library research.

Answers Chapter 2

1. A library research strategy is a plan of action that gives direction to research, enabling you to conduct research systematically rather than haphazardly.
2. Compile a word list that includes broader, narrower, and related terms.
3. An encyclopedia can give you an overview of or an introduction to a topic that is new to you. Many encyclopedias also provide bibliographies which will help you locate additional sources of information.
4. books and periodical articles
5. Use the bibliography, footnotes, subject headings, keywords, look for more work by the same author, and selectively browse materials nearby on the shelf.
6. Consider whether the source is objective, valid, logically organized, timely, and reliable.
7. **Primary sources** are records of events, e.g., eyewitness accounts published in a newspaper, thoughts recorded in diaries and letters, documentation of interviews, or oral histories. **Secondary sources** are reports compiled after an event or commentary on a topic written with reference to other documentation.
8. In the research process, you may identify resources not held in Ramsey Library, which may take time to procure from other libraries. Materials requested through ILL may take two weeks or longer.

Chapter 3

The Library Catalog & Other Electronic Databases



Library databases, big and small, share important characteristics. They may look different, have different bells and whistles, or require different commands, but you will find that the concepts behind searching one database can be applied to others. In fact, learning to search the library catalog effectively can help you become a "power user" of other library databases *and* the World Wide Web.

The WNCLN Library Catalog

The Western North Carolina Library Network (WNCLN) Library Catalog is an "electronic database," since it is a computer file and not a collection of typed catalog cards. You may also hear it referred to as the "online catalog," because the catalog database resides on a computer connected to the Internet. Anyone in the world with an Internet connection may search our catalog.

Most academic library catalogs, including that of the WNCLN, are now online, and typically offer a text-only version via **telnet** or a graphical

World Wide Web version with a "point and click" interface. To access our catalog, use any Web browser to go to Ramsey Library's home page at <http://bullpup.lib.unca.edu/library/> and click on **Library Catalog**. Our home page also has links to electronic resources and information about library collections and services.

Lost in cyberspace? Go Home!

In the reference area, the computers run the Netscape Web browser and display Ramsey Library's home page on startup. If another page is displayed, click the **Home** button with the mouse to return to the Ramsey Library home page.

You may use any on-campus computer with an Internet connection and a Web browser to access D. Hiden Ramsey Library's online library services, collectively called "HidenSeek." However, if you connect to the World Wide Web through a commercial Internet Service Provider (ISP), such as America Online, the library catalog will be available, but access to some online databases may be denied.

The menu options on the Web or telnet versions of the library catalog offer the same search choices: Author, Title, Keyword, Subject, Periodical Title, Author/Title, and Call Numbers. You can also search for materials that your instructors have put on reserve.

**Skills You Will
Learn in this
Chapter**

We will use the WNCLN library catalog to illustrate a general discussion of what databases are, what they do, and how to search them.

You will learn basic search techniques, including how to:

- Use **Boolean operators** (OR, AND, and NOT) to focus a search
- Use **parentheses** to clarify the relationships between search terms
- Use **truncation** to search for any ending on a word or word root
- Understand the difference between databases that have **subject headings** (a controlled vocabulary) and those that do not
- **Search** the WNCLN library catalog effectively

Every concept in this Chapter about databases and searching the library catalog can be applied to almost *any* electronic database. Other types of electronic databases used for library research, such as periodical indexes, are covered in Chapter 4.

Electronic Databases

Think of some databases that you use everyday. Do you use the white or yellow pages of the phone book? a collection of recipes on index cards? a database on your PC that lists all the music CDs in your collection? The library catalog is larger and more complex than these familiar databases, but it serves the same function, namely, to organize one type of information so that you can find a specific item quickly and easily. The type of information organized by the library catalog database is "bibliographic data," which means, in plain English, "descriptions of books and other library materials."

Databases are Composed of Records

In a nutshell, all databases are made up of records and fields. There is one record for each item in the database. Every record contains as many fields, or categories of information, as needed to describe the item or to make the database useful.

If the database were a catalog for a wine cellar, its records might include fields for vineyard, vintage, grape variety, aging, and bottling. If the database is a catalog for a library, it will have records for books, videos, sound recordings, and other materials, with fields for title, author, physical description (collation), publishing information (imprint), subject headings, and so on.

Our WNLCN library catalog database contains over 980,000 records for materials held at UNCA, ASU, and WCU. If one of the other libraries has a book or periodical you want, remember that you can use the ABC Express service to borrow it.

The WNCLN library catalog DOES include records for:

- books
- videorecordings (videocassettes and laser discs)
- sound recordings (CDs, audiocassettes, and LPs)
- most U.S. government publications housed at UNCA, ASU, and WCU
- North Carolina state government publications
- periodical titles (with a list of volumes held)
- course reserves

The WNCLN library catalog DOES NOT include records for:

- periodical articles
- some pre-1992 U.S. government publications
- archives and manuscripts in Special Collections

In addition to records, databases always have one or more indexes that order the records for sorting or searching. Basically, that's it. But let's discuss records, fields, and indexes a bit further.

Records

In the library catalog, there is an electronic record for each unique title or edition held in the library. The record describes the item in great detail and distinguishes it from every other title. This record is, in a sense, an electronic substitute, or "surrogate," for the real item. You can browse the records just as you can browse books on the shelf.

Fields

Each library catalog record contains fields, or categories, of information, such as author, title, publisher, contents note, and subject heading. New records are added to the end of the catalog database every day. There is no particular order to the records in the catalog database. Fortunately, databases can be "indexed."

Indexes

Index files are created for each field that people usually want to search, so that it is not necessary to browse sequentially through all 980,000+ records to find a particular author, title, or subject.

For example, the author index is a computer file that creates an alphanumerically ordered list of all names (personal and corporate) found in the author field of every record in the catalog database. The title index is a file that creates an alphanumeric list of every title in the catalog. Each entry in the index files also "points to" its associated catalog record. That's why you can select a title, author, or subject heading from a list of search results and display the full record almost instantaneously.

Indexes make it possible to search even very large online library catalogs quickly. When you select a search from the library catalog menu, you are actually selecting an *index* of the catalog database. This means that an author search looks for entries only in the author index; a subject search, only in the subject index. When you enter your search by typing a word or phrase, you are telling the database software to search the selected index for entries that **start with** the characters you have typed, such as the name "welty, eudora" or the title "wolverine is eating my leg."

Indexes to our library catalog have two very user-friendly features:

1. Punctuation is omitted in author, subject, title, and keyword indexes
2. Capitalization is ignored. They are not "case sensitive."

When you search the catalog, you **may** leave out punctuation between first and last names, in subject headings, and in titles. Of course, it will not hurt anything if you punctuate and capitalize.

Because the catalog allows users to locate specific items without having to physically examine each one, the catalog itself is often called an "index" to the library collection, though to be more precise, you would have to say that it indexed the collection in several ways.

A Typical Catalog Record

The WNCLN catalog record below illustrates how the database displays fields in a catalog record for a book. A **label** for each field containing any information (for example, *Author*, *Title*, *Publisher*, *Edition*, etc.) is shown on the left side of the screen. If more fields, such as "contents notes" are required to describe a book or other item, the record may be much longer.

Author

Krauss, Lawrence Maxwell

Click the author's name
to do an author search

Title

Beyond Star Trek : physics from alien invasions to the end of time / Lawrence M. Krauss

Publisher

New York : BasicBooks, c1997

Edition

1st ed

WCU and UNCA both hold this title

LOCATION	CALL #	STATUS
WCU HAV-U-READ	<u>QB500 K64 1997</u>	NOT CHK'D OUT
UNCA POP READ	<u>QB500 K64 1997</u>	NOT CHK'D OUT

Description

xii, 190 p. ; 22 cm

Note

Includes index

Subject

Space sciences

Life on other planets

Space flight

Click a subject heading
to do a subject search

Whenever you see underlined text in a catalog record, you can click on it with the mouse to do a new search. The type of search initiated depends on what field (category of information) the text is from. If you click on a name in the *Author* field, you will do a new author search; if you click on text in the *Subject* field, you will do a new subject search.

Keyword Indexes are Special

Almost all library catalogs, including the WNCLN catalog, have a special "words" index that makes searching easier. Look for a search option called "Keyword," "Key Words," "Words," or a variation on these terms.

The WNCLN library catalog Keyword index contains words from all the subject-related fields in each record, including title, subject headings, and contents notes. Author names are *not* included in the Keyword index.

To search the WNCLN library catalog by keyword(s), select a **Keyword search** from the catalog menu screen. Because Keyword searches are popular, useful, interesting, and tricky to do just right, we will discuss them here at length.

Keyword Searches Are Useful

How many times have you actually known the exact subject headings for a topic when you began to research it? The correct title of a work? Be honest. Almost never? Most people have not buried their nose in **Library of Congress Subject Headings** for long periods of time or curled up with the thesaurus for a specific periodical index.

Use a Keyword search when you do not know specific titles, exact subject headings, or if you need to find contents of a book, such as stories in an anthology.

Keyword searching allows you to:

1. combine search terms with the **Boolean operators** OR, AND, and NOT, as in: **doughnuts AND franchise**
2. use **parentheses** to group terms when AND and OR are used in a single search, as in: **(bagels OR doughnuts) AND franchise**
3. use **truncation** to search for any ending on a word root or plurals, as in: **comput* program***

Each of these techniques is discussed below so that you will know how to construct better searches and get reliable results.

Boolean Operators are Smart Operators!

The correct use of Boolean operators can make you a mighty searcher, renowned throughout academia. Boolean logic is simple, but it lets you **specify the relationships between words in a database search**. This is a very powerful search tool.

Boolean Operators, by George!



Our Hero
George Boole (1815-1864)

George Boole (1815-1864) was a British mathematician and logician who developed symbolic logic and set theory. His straightforward rules of **Boolean logic** are used when searching computer databases.

Venn diagrams, that you probably learned about in elementary school, make the Boolean search process visible and understandable. John Venn (1834-1923) was also a British logician. His diagrams use overlapping circles to illustrate the relationships between sets.



A Venn diagram
with nothing in it

Using OR, AND, & NOT

Let's look at some sample searches that show how the Boolean operators OR, AND, and NOT work. Some "search engines" allow additional Boolean operators, such as WITH and NEAR, but the three basic ones are all you need for most searches.

Imagine that you need to find several books about some aspect of music for a short oral report. You have decided to see what is available about **jazz** or **blues** music.

Since you want to see what is available before focusing your topic (always a good idea), you plan to search for books that discuss either jazz or blues, books that compare jazz and blues, and books that are exclusively about jazz. In the library catalog, you perform the following keyword searches using OR, AND, and NOT to see what is available.

Boolean OR

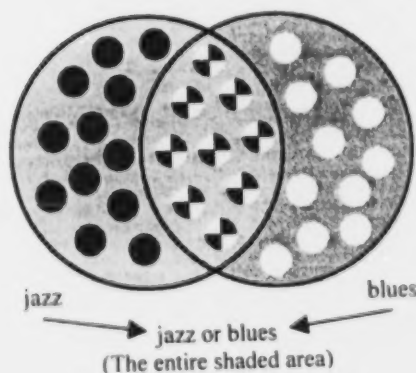
Keyword search for: jazz OR blues

The Venn diagram below illustrates search results. Each circle represents a group, or **set**, of catalog records containing one of the search terms.

Each dot represents a single catalog record. For simplicity, we have tinkered with the results. A real search in the library catalog retrieves well over 3200 records, not 32! (Try it!)

In the illustration below:

Black dots = catalog records that contain the word **jazz**
White dots = catalog records that contain the word **blues**
Checkerboard dots = catalog records that contain *both* the word **jazz** and the word **blues**



Count the records (dots) retrieved by this search:

jazz set	21
blues set	20
jazz or blues set	32

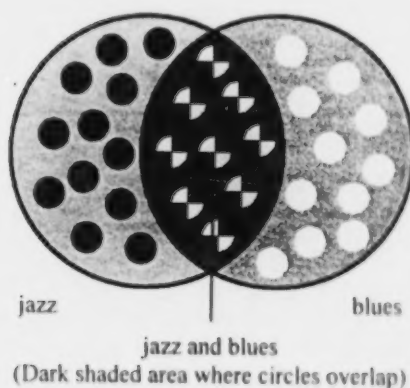
Every record in the jazz or blues set contains **at least one** of the search terms **jazz** or **blues**. 9 records that contain both terms appear where the sets overlap.

These search results demonstrate that you should use OR if you want to retrieve *either* this term *or* that term. (Of course, you can OR more than two terms together.) OR always **broadens** a search.

Boolean AND

Keyword search for: jazz AND blues

This search locates books that discuss or compare **both** jazz and blues.



Count the records (dots) retrieved by this search:

jazz set	21
blues set	20
jazz and blues set	9

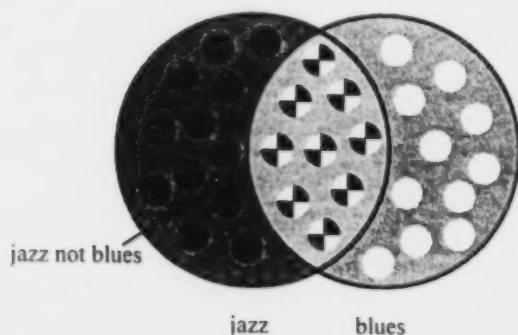
The result of this search is jazz and blues, the *intersection* of the jazz set and the blues set. Every record must contain **both** jazz and blues.

Use AND when you want to **combine** search terms. AND always **narrows** a search.

Boolean NOT

Keyword search for: jazz NOT blues

This search **excludes** records that contain the term **blues**.



Count the records (dots) retrieved by this search:

jazz set	21
blues set	20
jazz not blues set	12

The part of the jazz set that does **not** contain records in the blues set is retrieved as the **jazz not blues** set.

The last search eliminates **all** records that contain the term blues. If a book compares jazz with blues, you might lose it from your search. Therefore, use NOT with restraint and be aware of the consequences.

NOT is appropriate in cases where the same word is used in different contexts. For example, the search **vikings not minnesota** would retrieve records about the Vikings, but not the Minnesota Vikings. If you are doing a paper about the Medieval Viking sagas, this is probably a good thing. If you are writing about pro football, it's not.

Advanced Search Techniques

Once you have mastered Boolean operators, the most important concept in this chapter, there are several additional search tips and techniques that will improve your search results even more:

- Be aware of implied AND
- Reduce search statements to essential words
- Think of synonyms for search terms
- Use truncation to search on a word root

Implied AND

Be aware of how a particular search engine handles phrases entered as search terms.

Some databases, such as the library catalog, assume Boolean AND between words. For example:

magic flute = the words "magic" AND "flute"

Some databases treat words typed next to each other as phrases in which the words must be found adjacent and in the same order, as in this example where there is no implied AND between search words:

magic flute = the phrase "magic flute"

The impact on your search results can be dramatic or subtle.

If results in a database other than the library catalog are unexpectedly skimpy, the lack of implied AND may be restricting your search. Check the help file for that particular database to see if it searches adjacent search words as phrases. The solution is to redo the search using AND between search terms.

Conversely, if search results are surprisingly large and irrelevant, implied AND may be breaking your phrases into individual search terms. Check the help file for information on phrase searching. You may be able to indicate word adjacency by using an additional search operator, such as WITH or NEAR, or by enclosing the phrase in quotation marks. Search engines vary in what they can do and how they do it, so you must check the documentation for search instructions.

Essential Words

Reduce search statements to essential words.

Only a few search engines attempt to make sense out of English sentences entered as searches. The library catalog is not one of them. On the whole, you will be more successful if you make a habit of trimming database searches to essential words.

A search can be long and complex, but it should not contain

unnecessary words. Omit pronouns, articles, adverbs, and conjunctions. Search engines usually ignore short, common words such as "of," "or," "the," and so on.

Avoid words used in multiple contexts or that appear so frequently in a particular discipline that they inflate search results. Words such as "run," "mouse," "education," or "psychology" will confound your results in some databases.

Do not use OR, AND, and NOT as search terms in Keyword searches in any database because they will be treated as Boolean operators. For example, you would not want to do a Keyword search in the library catalog for "imports AND exports" unless you meant to require *both* terms in every record.

Words that add nothing to the precision of a search may also restrict results. Start broad and narrow later, if you have to. That way, you won't miss anything important.

For example, to search for the topic, "The Effects of Advertising on the Incidence of Anorexia," the search would be, simply:

advertising anorexia

To search for "Entrepreneurial Trends in the Hispanic Community," you might use:

hispanic entrepreneurs

Synonyms

Think creatively about synonyms, plurals, and related words when conducting Keyword searches. Let's say you are doing research on **cows**. (We know this scenario is a stretch, but it's a good example.)



To find as much information as possible on cows, it would, theoretically, be reasonable to:

Try **synonyms and plurals**: cows, cattle, bovine, dairy cattle

Try **broadier terms** if you don't find enough information: female livestock, ruminant, ungulate, bovidae

Try **narrower terms** if you find too much information: holstein, guernsey, calves, heifers

Parentheses

The Boolean search examples used so far have been fairly simple, employing only one operator in a single search. It is often necessary to use more than one operator, especially if you want to combine synonyms for a particular concept with other terms.

If you use OR and AND in the same search, always use parentheses to group the terms that belong together. Consider these two searches:

peach and (pie or cobbler)	good search
peach and pie or cobbler	bad search

The good search would find books about peach pies or peach cobblers (assuming, of course, that we had any books about cobblers in the first place). The bad search would retrieve books about peach pies and every record with the word "cobbler" in it, peach or no peach.

The words in the next two searches are the same but results should be very different because computers evaluate Boolean AND before OR. Parentheses force the computer to change this order, so that the search will produce the results you had in mind. **Remember, terms enclosed by parentheses are evaluated first.**

In the search below, notice the clever use of parentheses around terms linked with OR:

(tattoos or nose rings) and (rock or musicians)

If you left out the parentheses and typed the following:

tattoos or nose rings and rock or musicians

the search would retrieve records with:

nose rings AND rock
plus everything with **tattoos**
plus everything with **musicians**

This is not the result you hoped for! You may retrieve some records about nose rings and rock music, but the results will be cluttered with totally unrelated titles about tattoos or musicians.

For example, you might find books about the art of Japanese tattoos or the Three Tenors, but it's improbable that you will find a book about Tattoos of the Three Tenors (who, we're sure, do not have any tattoos they care to talk about).



Definitely not one
of the Three Tenors

Truncation

Most electronic indexes permit searching for a word root plus any ending. Truncation can save time and improve search results. Most electronic databases, including the library catalog, use the asterisk (*) to indicate truncation. For example, entering the search:

legislat*

is less work and means the same thing as

legislator or legislation or legislate or legislates

The first search saves you 40 keystrokes. Over four years of college, using truncation could save you about 765,983 keystrokes.

Use truncation to retrieve both the singular and plural forms of words. For example **college*** would find **college** or **colleges**. Likewise, **universit*** would find **university** or **universities**.

Subject Searches and Keyword Searches

So far, we have discussed the structure of databases and ubiquitously useful techniques, such as using Boolean logic in Keyword searching. In this section, you will see how Subject searches differ from Keyword searches and when to choose one over the other. Each has its virtues and liabilities.

Controlled vocabulary

Most databases used for library research have a subject index that you can search for items on a particular topic. Each record in the database is assigned one or more index terms or "subject headings." To make sure that subject headings are consistently used, they are chosen from an authorized list, or "thesaurus."

The official thesaurus for our WNCLN library catalog, and most other academic library catalogs, is the *Library of Congress Subject Headings*, or *LCSH*. Indexes to periodicals have their own "thesauri," but the list of subject headings depends on the subject field, audience, and scope of the index, and may differ greatly from the *LCSH*.



"Thesauri" is the Latin plural of "thesaurus."
It is a euphonious alternative to "thesauruses,"
which sounds like a species of dinosaur.

Thesauruses Vocabularum
Controlatum Librariensis

A thesaurus may list terms alphabetically, along with broader, narrower, and related terms for each entry, like the *LCSH*. Or the thesaurus may be organized differently, first by broad subject category, then by narrower subjects, like the branches of a tree. The National Library of Medicine medical subject headings (MESH) is an example of a "tree" organization. (We will not be using MESH or other "tree" thesauri here, but it won't hurt you to know that they exist. One day you might go to medical school.)

However the thesaurus is organized, indexes that require all subject headings to be validated by an authoritative thesaurus are said to have a **controlled vocabulary**.

Databases without an index of subject headings do not have a controlled vocabulary. They lack a thesaurus that standardizes search terms or provides helpful information about related headings. Popular World Wide Web search engines, such as Alta Vista and Infoseek offer only keyword access to millions of Web pages. These search engines allow Boolean operators, and they can even analyze results for relevance and present them in ranked order, but they do not have any sort of controlled vocabulary.

Fortunately, the library catalog and most periodical indexes give you the option of searching either by Subject (heading) or Keyword. This is the best of both worlds, the ultimate in flexibility and precision, because each type of search has significant advantages and disadvantages.

Subject vs. Keyword Searching

Advantages of a controlled vocabulary

1. A database that has a thesaurus of subject headings is **consistent**.

For example, the subject "animal welfare" might also be described by some people as "humane treatment of animals," "animal neglect," "protection of animals," or "cruelty to animals." In the library catalog, however, the single subject heading "Animal welfare" is always used.

2. Controlled vocabulary is **efficient**. All items about a concept or topic are assigned the same subject heading. This consistent use of subject headings reduces the number of searches needed to find everything on a topic.

If there were no subject headings you would have to search for *every* possible synonym or phrase related to the concept "animal welfare" that might appear in a catalog record. Even then, you might miss books or book chapters that have non-descriptive titles.

When a thesaurus of subject headings is used, it doesn't matter if a book with the title, *Bulls and Bears* is really about the stock exchanges. A subject search for **stock exchanges** will find it.

If you are still unconvinced of the value of a thesaurus, try to search, not just surf, the World Wide Web. Much of the clumsiness associated with Web searching stems from the absence of a controlled vocabulary for describing Web pages.

Disadvantages of controlled vocabulary

1. You have to know what subject headings exist before you can search for them, either from previous experience or by looking them up in a thesaurus.
2. Subject headings differ from index to index and from discipline to discipline. That is, Library of Congress subject headings are used in many library catalogs, but periodical indexes develop their own lists.

An index to the literature of psychology does not use the same subject headings as an index to the literature of education, but the vocabulary is similar enough to confuse searchers.

3. It may take more than one search to find everything related to a topic. A single subject heading may not neatly describe your research topic. Also, people who assign subject headings may be inconsistent.

Advantages of Keyword searching

1. If an abstract concept or interdisciplinary topic cannot be adequately expressed by a subject heading, Keyword searches may be your best hope.
2. It takes awhile for subject headings to be established for new concepts. Keyword searching does not depend on a thesaurus to catch up with new "buzzwords" in scholarly literature. Words used in the title or descriptive notes are immediately searchable.

Use Keyword searches for "cutting edge" or newly popular subjects. For example **Internet addiction** was a trendy affliction for several years before the term became a subject heading in 1998.

Disadvantages of Keyword searching

1. Words that describe the subject of an item may be used in different contexts, or so commonly that they retrieve many irrelevant items.
2. There are so many synonyms for a concept that many searches must be performed to gather enough relevant information. It may be difficult for novice searchers to think of all possible synonyms.
3. It may be impossible to narrow a search without excluding useful terms.

Library of Congress Subject Headings: The Mother of All Thesauri

The controlled vocabulary for the WNCLN library catalog and thousands of other academic library catalogs is the *Library of Congress Subject Headings*.

Look for the Big Red Books

The printed version of *LCSH* is a 4-volume set of "big red books" shelved on the counter near the catalog terminals and computers. Use it to look up subject headings when you are clueless and unsuccessful at finding information in the library catalog. It lists all the subject headings that **could possibly be used**, along with related terms, narrower terms, and broader terms.

The *LCSH* thesaurus was originally developed for use with the huge collections of the Library of Congress, our "national library." It continues to evolve as headings are added or revised to reflect advances in knowledge and changes in terminology.

Our library catalog will not contain every subject heading in *LCSH*, because we do not own books on all possible subjects, but all of the subject headings in the catalog are from this list. The only headings in the WNCLN library catalog that are not in the printed *LCSH* are personal names and geographic names. The names of people and places are often used as subject headings, but it is not feasible to include all of them in the list of subject headings.

Here is a sample entry from *LCSH*:

Animal Psychology (*May Subd Geog*) [QL785]

- | | |
|----|---|
| BT | Psychology |
| RT | Animal Behavior |
| | Animal Intelligence |
| | Psychology, Comparative |
| SA | <i>subdivision Psychology under individual animals and groups of animals, e.g. Cattle — psychology; Fishes — psychology</i> |
| NT | Animal Memory |
| | Animal psychopathology |
| | Consciousness in animals |
| | Extrasensory perception in animals |
| | Time perception in animals |

Valid Headings in *LCSH* are in **boldface**. Browse the shelves under the call number(s) in [brackets].

These terms are also valid:

- BT = Broader Terms
- RT = Related Terms
- NT = Narrower Terms

SA = See Also



If you look up a phrase that you think might be a heading, *LCSH* will tell you what heading to **See** instead:

Rescue of animals
See Animal Rescue

Conversely, when you look up the valid heading, **Animal Rescue**, *LCSH* will reassure you that you have found the correct heading by the notation **UF** (Used For) Rescue of animals:

Animal Rescue
UF Rescue of animals

BT Animal Welfare
NT Dog rescue
Wildlife rescue

You can tell that "Rescue of Animals" is not used because it's not in boldface, and there is a **See** reference.



UF = Used For
Use "Animal rescue" **NOT** "Rescue of Animals," a phrase that may come to mind, but which is **NOT** a subject heading.

Subject Searches in the Library Catalog

Most of the time, you can rely on the online catalog to display **see** and **see also** references from *LCSH* if they relate to your subject heading search. If you are uncertain about which LC subject headings to try, we'll show you a very smart way to discover them by using a Keyword search.

Subject searches

If you know a Library of Congress subject heading for your topic, or if you want to search for items about a person or place, select a Subject search from the library catalog menu.

Type the subject heading and click the Search button or press Enter. Let's start with a simple search for **computers**:

This search retrieves a long "browse list" of subject headings from the catalog starting with the single-word heading **computers**, followed by all the subheadings of **computers**. It also retrieves references to related subjects, called "see also" references.

When there is only one button on a Web page, or a default button is highlighted, you can press Enter. This is faster than a mouse click!

The first screen of results for the subject search **computers**:

SUBJECTS (1-12 of 162)	Entries 922 Found
<u>Computers -- 17 Related Subjects</u>	17
<u>Computers</u>	229
<u>Computers Abbreviations</u>	2
<u>Computers Abstracts Periodicals</u>	2
<u>Computers Access Control -- see also --Software Protection</u>	1
<u>Computers Access Control</u>	53
<u>Computers Access Control Bibliography</u>	1
<u>Computers Access Control Case Studies</u>	2
<u>Computers Access Control Congresses</u>	20
<u>Computers Access Control Dictionaries</u>	1
<u>Computers Access Control Government Policy United States</u>	1
<u>Computers Access Control Handbooks Manuals Etc</u>	1

On this screen, you could click on any of the underlined links to go to the heading of your choice.

Main Headings and Subheadings

It is important to note that items listed under the various subheadings are not necessarily included in the main heading **computers**. For example, the entries under the very narrow subject heading **Computers Acronyms** are probably not also listed under **computers** because that heading is reserved for titles that broadly cover the subject of computers.

If you already know the heading and subheading that you wish to search, type them at the search prompt. Then click the Search button or press Enter:

computers social aspects

Search

Names Can Be Subjects

Personal, corporate, and geographical names are recognized as subject headings, even if most names are not found in the *Library of Congress Subject Headings*.

To find a book about a person, choose a Subject search. Type the name at the prompt, **last name first**. If the name includes punctuation, it doesn't hurt to include it. That way, you don't have to remember that the system replaces a hyphen with a space, but ignores apostrophes.

Here are sample Subject searches for proper names:

barry dave
bourke-white margaret
du bois w e b
o'connor flannery
smithsonian institution
asheville

Search Tricks

Three most excellent and crafty Subject search tricks:

Trick #1: Redirect Subject searches to find more items.

If you find a nearly perfect book on your topic (granted that our standards of "perfect" diminish with meager results), find the label "Subject" in the full record. Click on a subject to initiate a new search.

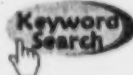
For example, a Subject search for **television viewers united states** retrieves several titles, including *Big World, Small Screen: The Role of Television In American Society*.

To find similar items, click on one of these subject headings listed in the catalog record for this book:

Television and family – United States
Television and children – United States
Television viewers – United States
Television – Psychological aspects
Television broadcasting – Social aspects – United States

Trick #2: Change a Subject search to a Keyword search.

If search results are sparse or irrelevant, click the Keyword Search button:



OR select KEYWORD from the pull-down menu next to the search box, and click the Search button:

You searched:

SUBJECT	tattoos
AUTHOR	
TITLE	
SUBJECT	
KEYWORD	

Trick #3: Redirect a Keyword search to a Subject search.

If you don't know any good subject headings for your topic, do a Keyword search. Find a "perfect" item in the results and click on one

of its subject headings to take your search in a more focused direction. It should be obvious by now that **productive searching may include both Keyword searches and Subject heading searches**. Keyword searches can uncover titles that reveal the "right" Library of Congress subject headings, which can then be explored to advantage. On the other hand, interdisciplinary subjects, abstract topics, and new "hot topics" or "buzzwords" may require proficient Keyword searching for usable results if existing subject headings are inadequate.

Other Searches in the Library Catalog

Author Searches

Authors can be people, institutions, associations, government agencies, or other corporate bodies. Author searches are straightforward. If the author is a person, spell the author's name correctly and enter it **last name first**:

katz william a
galilei galileo
dufy raoul
university of north carolina
association for the study of higher education

Library catalogers try to use only one form of an author's name. For example, Samuel Langhorne Clemens is well known by his pen name (or *nom de plume* to all you French majors), Mark Twain. In the catalog, author and subject headings for him always use Mark Twain. In his case, there is a **See reference** from Clemens to Twain.

Many authors less famous than Mark Twain do not have cross references in the library catalog, so if you do not find the person you are looking for under one name, try entering it another way. Be suspicious if you search for a significant author and find nothing. For example, if you search for **Amandine-Aurore-Lucile Dudevant** (mercifully nicknamed "Lucie") and do not find her, that's because there is no cross reference to **George Sand**, the pseudonym she used to gain an audience for her works in nineteenth-century France.

If you are having difficulty finding a name you think should be in the catalog, try looking it up in an encyclopedia or another reference work to verify the spelling, or ask for help at the Reference Desk.

Title Searches

When you already know the title of a work, a Title search is usually the fastest way to find it. Titles tend to be less duplicative than authors' surnames, so it is easier to pick the one you want from a browse list. If you are not sure of the complete title, type as much of it as you know at the search prompt and press Enter.

The library catalog will retrieve all titles that **start with** the characters you have typed. To see how this works, a Title search for:

wolverine

would retrieve

A Wolverine is Eating My Leg

Note that we did not type the article "a" in our search. The system ignores articles (**a**, **an**, and **the**) when they are the first word in a title, so you can omit them. Foreign articles, such as **le**, **la**, **les**, **il**, **el**, **los**, and so on, are routinely ignored as well. However, it is sometimes necessary to include foreign articles because of the inevitable inconsistencies in any large library catalog.

If you are unsure about the first words in a title, but you can remember a few distinctive words somewhere in it, try a Keyword search. For example, there is a humorous book in the library about losing weight that has the word "Elvis" in it.

If you do a Keyword search for:

weight elvis

you will indeed find this gem:

Lose Weight Through Great Sex With Celebrities (the Elvis Way)

Author/Title Searches

If you know at least an author's last name and a few words in the title of a book, you can quickly find matches with an Author/Title search. Sometimes an Author/Title search is the easiest way to locate a work.

Let's say you have to find a copy of Alfred Tennyson's *Idylls of the King* for a really sadistic English literature assignment. Tennyson has the noble title of Baron and was sometimes called Lord Tennyson or even Alfred, Lord Tennyson. So, entering his name correctly is a challenge. Also, you might lack the gene for spelling and think the title is *Idles of the King* (which does seem to ring true).

The solution is to use an Author/Title search:

AUTHOR	tennyson
TITLE	king

Author/Title searches are also excellent when you are researching a prolific author, such as Shakespeare, or a long list of titles beginning with the same word, such as "politics." Finding Aristotle's *Politics*

might take a long time with a plain Title search.

Try an Author/Title search for **shakespeare/hamlet** and compare results with a plain Author or Title search. You'll see what we mean.

Periodical Title Searches

Use a Periodical Title search when you want to see if UNCA, ASU, or WCU has a "backfile" of past volumes or currently receives issues of a specific journal, magazine, or newspaper.

If you want to find periodical articles about a research topic, **use an index to periodicals, NOT the library catalog**. There are many wonderful indexes that lead you to articles in periodicals, but the library catalog is not one of them. You will learn all about searching for articles in the *next* Chapter.

A Periodical Title search is technically nothing more than a regular Title search that is automatically limited to publications issued periodically, such as journals, magazines, and newspapers. Eliminating matching book titles (or "monographs") from your search results means fewer titles to browse through and less confusion.

By the way, a **monograph** is a single edition of a book. It is not issued periodically, like a periodical. It might be resuscitated from time to time by reprinting, but like the immortal Highlander, "There can be **only one**!"

To confirm the utility of Periodical Title searches for yourself, search for *Science* magazine, first by Title, then by Periodical Title. The difference in clarity of results is impressive.

Periodical Catalog Records

Periodical records contain detailed information about volumes held and current issues received. Let's look at the catalog record for *Science*, a popular magazine held at UNCA, ASU, and WCU:

<i>Unf title</i>	<u>Science (Weekly)</u>
<i>Title</i>	Science
<i>Publisher</i>	Cambridge, Mass. : Moses King, [1883-

Brief information about the location and the latest issue received is shown directly below the title. To get a detailed summary of all volumes held and the status of current issues click *Latest received*, which appears next to the date of the latest issue in the library.

Find UNCA in the list of holdings and click on "*Latest Received*."

Latest Received: May 22, 1998 280:5367

The screen that is displayed gives you a lot more information than "Latest received" implies. It is a full record of UNCA's holdings for Science:

Unif Title Science (Weekly)

Title Science

Call # Q1 S35

You need the call number to find current issues and bound volumes

LIB. HAS Current issues on current periodical shelves.

LIB. HAS Bound v. 91, 1940 - v. 99, 1944

LIB. HAS Bound: v. 101, 1945 - v. 192, 1976

LIB. HAS Microfilm: v. 193, 1976 - v. 278, 1997

UNCA has a current subscription and holds backfiles as bound volumes and in microfilm format

Current Receipts Are:

Jan 2, 1998 ARRIVED on 01-15-98 279.5347	Jan 9, 1998 ARRIVED on 01-16-98 279.5348	Jan 16, 1998 ARRIVED on 02-09-98 279.5349	Jan 23, 1998 ARRIVED on 02-03-98 279.5350	Jan 30, 1998 ARRIVED on 02-09-98 279.5351	Feb 6, 1998 ARRIVED on 02-13-98 279.5352
Feb 13, 1998 ARRIVED on 02-17-98 279.5353	Feb 20, 1998 ARRIVED on 02-24-98 279.5354	Feb 27, 1998 ARRIVED on 03-06-98 279.5355	Mar 6, 1998 ARRIVED on 03-24-98 279.5356	Mar 13, 1998 ARRIVED on 03-24-98 279.5357	Mar 20, 1998 ARRIVED on 04-01-98 279.5358

UNCA holdings for Science magazine
(The actual screen has 4 more rows of boxes.)

This screen tells you:

- The **call number** for current issues and bound volumes
- All **volumes** held and whether they are **bound**, on **microfilm**, or on **microfiche**
- That we have a **current subscription** and that current issues are shelved in the location **Current Periodicals** across from the Circulation Desk
- The **status of current issues**. In this example, all current issues have "Arrived," but in other records, you will also see **Expected** or **Late**. Issues with a status of **Bindery** will not be available until they return as newly bound volumes.

Course Reserve Searches

Instructors often put materials "on reserve" for course-related assignments or supplementary reading. Sometimes reserve items are library books, but they can be copies of articles, personal books, or even videos and multimedia CD-ROMs. Reserves usually circulate for

two-hour in-library use or overnight, depending on the wishes of the instructor.

To request a course reserve item at the Circulation Desk, you must have its **call number**. To find the call number, you have to do a Course Reserve search by course or by instructor.

To display a title list of reserve materials for a specific course, enter the **course abbreviation and number**:

mcom 102

Search

If you don't know the course abbreviation, look it up in the current *UNCA Schedule* or *UNCA Catalog*, available at the Reference Desk.

To search by instructor, enter the name, **last name first**. If your instructor is Dr. Mark West, you would enter:

west mark

Search

This search results in a list of courses taught by Prof. West. Click on your course number, in this case, **Mcom 102**, to see the titles on reserve for this course. Find the title you need, such as:

FALLOWS: WHY AMERICANS HATE THE MEDIA

The location, call number, and circulation status of the item are displayed to the right of the title:

UNCA 2-HOUR RESERVES -- RA-1140 -- NOT CHK'D
OUT

You can check out this
title for two hours.

The call number
is RA-1140.

This book is
available.

Limiting Search Results

When a search retrieves relevant items, it's a good thing. When you retrieve an overwhelming number of "hits," it might be too much of a good thing. Fortunately, you can limit, or refine, results of an otherwise successful search.

Limit by institution

If you are in a hurry and want to limit the results of a search to just UNCA, select the location in the pull-down menu at the top of the results browse list. Then click Search.

The search below is about to be limited to UNCA, as opposed to ASU, WCU, or all three WNCLN institutions:

You searched in

WNCLN (ASU, UNCA, & WCU)

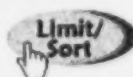
Appalachian State University

University of North Carolina at Asheville

Western Carolina University

More Specific Limits

When you need to limit a search to a more specific location or apply other limits, click the Limit/Sort button to display an extensive menu:



Specify or select search limits on the Limit/Sort menu:

Please select criteria to limit by

WHERE Item is located

MATERIAL type:

YEAR of publication After and Before

PUBLISHER:

LANGUAGE:

☐ Sort results by year

Limit/sort items retrieved using above data

You may set several limits at the same time.

For example, if you are looking for recent reference books about movies, you might start with a Subject search for **motion pictures**, the subject heading used for "movies." As you can see, this search retrieves far too many items to browse:

SUBJECTS (1-12 of 490)

Entries
2740 Found

Search results for motion pictures

You want reference books on this topic, so use your mouse to change the selection for WHERE Item is located from ANY to UNCA REFERENCE:

Please select criteria to limit by

WHERE Item is located	UNCA REFERENCE
MATERIAL type	UNCA MEDIA CENTER
YEAR of publication	UNCA PERIODICALS
PUBLISHER	UNCA REFERENCE
LANGUAGE	UNCA SPEC COLL
Words in the AUTHOR	WCU CMC
☐ Sort results by year	WCU GOVT DOCS
	WCU GENERAL
	WCU MAPS
	WCU CMC MEDIA
	WCU PERIODICALS
	WCU REFERENCE

Limit/sort items retrieved using above data

To get recent materials, change the selection for Limit to YEAR of publication from ANY to After 1993. If the exact date of publication is very important to you, click in the box next to the SORT results by year option:

Please select criteria to limit by

WHERE Item is located	UNCA REFERENCE
MATERIAL type:	ANY
YEAR of publication:	After 1993 and Before
PUBLISHER	
LANGUAGE:	ANY
Words in the AUTHOR	
☒ Sort results by year	

Limit/sort items retrieved using above data

The result is a manageable list of approximately 12 items published 1994 and after. The date is shown in each entry because you chose to SORT by year:

Vincendeau, Gnette, 1948-	Date
Encyclopedia of European cinema / edited by Ginette Vincende ASU., UNCA, :	1995

Beyond the Library Catalog

Electronic library catalogs, periodical indexes, reference resources, and World Wide Web search engines are databases that conform to basic principles of data storage and retrieval. After reading this Chapter, you should know how to use Boolean logic to improve search results. Whenever you search a new database, read the help screens first to learn about special search options, such as truncation, parentheses, or ways to refine a search. In the next chapter you will learn about selecting and searching periodical indexes.

Chapter 3 Exercises

1. Boolean logic is used to construct searches of electronic databases. What does this logic enable you to do with search terms? _____

2. Match the Boolean operators with how they affect a search:

OR	1. excludes term(s)
AND	2. broadens a search
NOT	3. narrows a search

3. Practice constructing Keyword searches in our library catalog that include Boolean logic for the following search topics. Use parentheses to group terms that belong together. For each search, write down what you type at the Keyword search prompt:

- a) Search topic: The effects of acid rain on either rivers or lakes

- b) Search topic: The treatment or diagnosis of dyslexia or attention deficit disorder

- c) Search topic: The intelligence of dogs, but not cats

4. Do a Keyword search for library catalog records that contain the word Buddhism, Buddhist, or Buddhists. Write your search below:

5. When should you select a Keyword search instead of a Subject search?

6. Do a Subject search in the library catalog for **robots** and find a **related subject**. Name one:

7. Do another Subject search for **labor unions**. What subject heading does the library catalog tell you to **see** instead:

Click on the "see reference." How many items are retrieved: _____

8. You want to find some general literary criticism of Jane Austen's works. Do a Subject search for Jane Austen. Look at the titles listed under the subheading **Criticism and Interpretation**. Find *The Cambridge Companion to Jane Austen*. This book is part of what series?

Click on the *Series* title to see a list of volumes in this series. How many are listed? _____

9. Keyword searches can be used when you do not know the proper subject heading for your topic. For example: To find books on the history of banking in America, do a Keyword search for:

history banking America

- a) Display the full record for *Banks and Politics in America, From the Revolution to the Civil War*. What *Subject* is shown for this book?

- b) Click the heading next to the label *Subject* to initiate a Subject search. The result is a browse list with the subject searched in **boldface**. Think of one good reason why you retrieved more titles with the Subject search than the Keyword search:

10. You can use a Title search to identify articles on specific subjects in magazines or journals.
True / False

11. In a Title search, you must include small words such as "to," "on," or "from" when they are the first word in the title.
True / False

12. Which of these fields is NOT included in a Keyword search.

Author / Title / Subject / Contents

13. Do an Author search for Jimmy Carter and click on the link to the catalog record for the book *Everything to Gain: Making the Most of the Rest of Your Life*. Examine the record to find:

a) location and call number at UNCA _____

b) date of publication _____ and publisher _____

14. You are looking for books by Harry Gailey, but cannot remember if his last name is spelled "Gaily" or "Gailey." Do an Author search for **gail**.

a) Look at the screen of results. What did these results give you?

b) Find the entry for Harry A. Gailey. Identify Harry A. Gailey's book, *Africa, Troubled Continent*. Does this book have a bibliography? on what pages?

15. Find books by Charles Lutwidge Dodgson, who wrote under the name Lewis Carroll. Do an Author search for each name. Do you find books listed under one name or both? _____

16. Do a Title search for the play *A Moon for the Misbegotten*.

a) Based on this search, is there a copy in Ramsey Library? yes / no

b) Redirect this search to a Keyword search. How did you do this?

- c) What set of books in our library contains this play?

Title: _____

Location and Call Number: _____

17. Do a Periodical Title search for *Ebony*.

Find holdings for UNCA and click *Latest Received*. In what format are older issues of this periodical?
bound / microfilm / microfiche

18. Redirect an unsuccessful Subject search to a Keyword search. First, do a Subject search for **Appalachian women**.

- a) What message does the catalog give you and what does it mean?

- b) Redirect this search to a Keyword search by clicking the Keyword button or using the pull-down menu to change the search type. How many records did this search find?

19. Most of the time, the fastest way to find a title *if you know the words it starts with* is to do a Title search. There will be times, however, when you do not know the first words of a title. What if all you remember about a book is that the title was something like "what you learned in kindergarten was all you needed to know."

- a) How would you search for this book in the library catalog?

- b) What is the complete title?

20. If you know *some* of the words in a title and you are sure about the author's last name, consider an Author/Title search.

Let's say you want to find all editions of Chaucer's *Troilus and Criseyde*. You're not sure if it was also published under slightly different titles, such as *The Book of Troilus and Criseyde*, or if Criseyde is spelled Cressida. What should your Author/Title search look like?

21. And now, for the *pièce de résistance*. You need to find a reference work on **bioethics** in order to define some specialized terms for a project you are working on.

Do a Subject search for **bioethics**.

Limit results to **WHERE UNCA REFERENCE** and **YEAR of Publication After 1994**. List the title of a reference set that meets these criteria:

Answers Chapter 3

1. Boolean logic lets you specify the relationships between search terms to retrieve more precise results. You can specify, for example, that you want:

- a) both one term AND another
- b) one term OR another

2. OR #2; AND #3; NOT #1

3. Practice searches:

- a) acid rain and (rivers or lakes)

Since AND is implied between adjacent words in the library catalog, you could also use:

acid rain (rivers or lakes)

- b) (dyslexia or attention deficit) and (diagnosis or treatment)

- c) intelligence dogs not cats

4. buddhis* Search for any ending on this word root by using truncation, indicated by the "*" (asterisk).

5. Keyword searching is helpful when:

- a) You don't know the subject headings for your search topic.
- b) Existing subject headings do not describe your topic.
- c) You want to search more fields than just Subject headings, for the broadest search possible.
- d) You remember nothing about a book except a few words in the title. (If you know the author's last name, try an Author/title search.)

6. Any of these terms:

Androids
Manipulators (Mechanism)
Mobile Robots

Related terms are sometimes called "see also references."

7. Trade unions

There are about 1500 items listed under Trade unions. (There are a few stray items listed under Labor unions, but always trust a "see reference" to lead you to the preferred heading.)

- 8.

- a) The series, *Cambridge Companions to Literature*

- b) There are over 20

- 9.

- a) Banks and banking – United States – History

- b) All of the records on this subject include the phrase "United States" in the subject heading.

- c) The Keyword search retrieves about 13 records with "America" in the Title or Contents. The Subject search retrieves everything on the concept United States, whether the words "America," "United States" or "U.S." appear in the record. "America" could refer to South America or Latin America, so a Subject search is more comprehensive and precise.

10. False. Use an index to periodicals to identify articles in journals, magazines, or newspapers. Do a Periodical Title search to find out if the library owns a periodical.

11. True. The first word in a title is ignored **only** if it is an article ("a," "an," "the," or foreign equivalents).

12. Author

13.

a) Location: UNCA GENERAL
Call number: E873.2 .C375 1987

b) 1987

c) Random House

14.

a) A list of authors whose last names all start with the letters **gail**.

b) Yes, there is a bibliography on pages 145-149.

15. One, Lewis Carroll, the name by which he is widely known.

16.

a) No

b) Click on the pull-down menu next to the phrase "You searched:" and change **TITLE** to **WORDS**. Click the Search button.

c) *Complete Plays*. This book is also listed in the catalog under the title *Plays*, because most people would think to look for *Plays* to find a collection of Eugene O'Neill's plays. (You will see the same thing when you do a search for *Works* or *Complete Works*, *Poems*, etc.).

17. microfilm

18. "Your entry **Appalachian women** would be here" This message means that there is no subject heading that matches your search.

a) About 100 records containing both of the words **Appalachian** and **women**

19.

a) Do a Keyword search for:
know learned kindergarten

b) The best-seller, *All I Really Need to Know I Learned in Kindergarten*

20. Use this Author/Title search:

Author: Chaucer

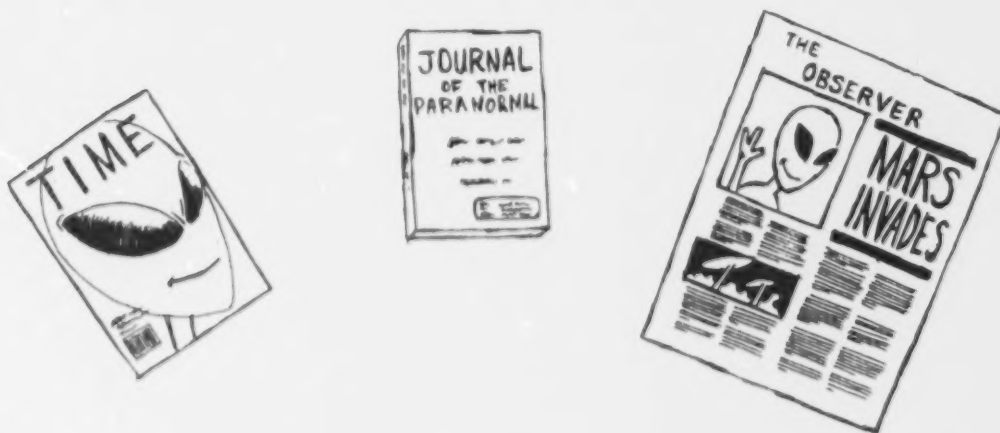
Title: Troilus

Results should include *The Book of Troilus and Criseyde*, held by UNCA, WCU, and ASU and many variant forms of this title. In later versions of the tale, the spelling "Cressida" is often found.

21. The title, *Encyclopedia of Bioethics*, published in 1995, is held by UNCA.

Chapter 4

Finding Information in Periodicals



As discussed in the previous chapter, the library's online catalog is your key to identifying what books and periodicals are held in our library and in the Western North Carolina Library Network (WNCLN). But in order to find specific articles in periodicals, you must move beyond the online catalog. Indexes and abstracts are your keys to accessing periodical literature. Without them, we would be lost to a world of information published each day in newspapers, magazines, and scholarly journals. First, let's define what exactly we mean by periodicals.

Definition of Periodicals

Periodicals are so called because they are published at regular intervals, be that daily, weekly, monthly, or quarterly. Each publication of a periodical is called an **issue**. Issues generally make up a **volume**. Depending on the nature of the periodical, each issue may contain a few longer articles or many shorter articles by various authors.

Types of Periodicals

In this chapter we will consider:

magazines, which usually include articles on current or popular topics written for a general audience (for example, *Time*, *Life*, *Ebony*, *Sports Illustrated*);

journals, which contain research-oriented articles written by experts for a scholarly or professional audience (for example, *American Historical Review*, *Journal of Counseling Psychology*, *Chaucer Review*, *Journal of Applied Physics*); and

newspapers, such as *The New York Times* and *The Charlotte Observer*, which provide very current information on a variety of topics.

Importance of Periodicals

Periodicals can be important sources for research papers because the information found in them will often times be more up-to-date than that found in books. Sometimes, when books have not yet been written about a subject, the **only** source of information will be periodical articles. This may be especially true for current events (for example, elections), sports activities, research in progress, or the latest developments in the sciences, social sciences, or technology.

Magazines and Journals

Levels of Scholarship

It is important to distinguish between the various levels of scholarship found in magazines and journals and to select publications appropriate to the research you are undertaking. Magazines and journals can be separated into several categories:

Scholarly journals generally have a plain appearance or a serious look about them. They may contain charts and graphs, but few glossy pages or exciting pictures. Scholarly journals always cite their sources in the form of footnotes or bibliographies. The language of scholarly journals is that of the discipline covered, and they assume some scholarly background on the part of the reader. The articles are written by scholars in the field or by those who have completed research in the field and are reporting their results to the rest of the scholarly world. Titles such as *The Classical Review*, *Journal of Personality and Social Psychology*, *Political Science Quarterly*, and *Journal of Bioethics* fit into this category.

In the world of scholarly journals, **refereed** and **peer reviewed** journals are typically more scholarly and prestigious. Articles in refereed journals are evaluated by at least one subject specialist in addition to the editor before being accepted for publication. Peer reviewed journals may solicit the impartial opinions of several members from the research and academic community before accepting an article for publication.

Informative news/general interest magazines may be attractive in appearance with ample use of illustrations and photographs. Sometimes they cite their sources but more often they do not. Articles may be written by a member of the editorial staff, a journalist, a scholar, or a freelance writer. Although the writing style may assume a certain level of education on the part of the reader, no special knowledge or background is generally required. The main purpose of periodicals in this category is to provide news and information to a broad audience. Examples include *Time*, *Newsweek*, *The Economist*, *Psychology Today*, and *Natural History*.

Popular magazines are often slick and attractive in appearance with lots of photographs and other graphics. These publications rarely, if ever, cite their sources. Articles are often short, written by staff members or freelance writers in a less sophisticated writing style. These publications are designed to provide entertainment, give practical information, and/or sell an advertiser's products. Some popular magazines include *Family Circle*, *Woman's Day*, *Parents*, *People Weekly*, *Reader's Digest*, and *Vogue*.

Sensational periodicals vary in style, but often use a tabloid format. Their language is less sophisticated and is occasionally inflammatory or sensational. They assume a certain gullibility on the part of their audience. Their purpose tends toward arousing curiosity and catering to popular superstitions. They often have flashy headlines designed to astonish (for example: "12 U.S. Senators are Space Aliens" or "Half-Man Half-Woman Makes Self Pregnant"). Some sensational periodical titles are *The National Enquirer*, *Weekly World News*, *The Globe*, and *The Star*.

These definitions will not apply equally well to all periodicals, but you should keep them in mind as you look for articles. If you are uncertain about the appropriateness of a particular magazine or journal, there are reference books that evaluate periodicals. *Magazines for Libraries* is one title you might consult.

Physical Form and Location

Periodicals in Ramsey Library are all located on the main floor.

Current issues are located on the current periodicals shelves and are arranged by call numbers. "Current" usually indicates issues published during the current calendar year, but with some weekly magazines, "current" may refer only to the last several months or so.

Back issues of periodicals are either:

- **bound** (into books)
- **on microfilm or microfiche** (known collectively as **microforms**)

While both formats are located on the main floor, bound periodicals are shelved by call number, while periodicals on microfilm or microfiche are shelved alphabetically by title in the microforms area.

Microforms: Can you tell the difference?



microfilm



microfiche



microfish



microfishstick

Periodical Holdings in Our Library

No library can possibly subscribe to the superabundance of magazines and journals currently being published in this country and the rest of the world. To find out what periodicals are held in our library, check the library catalog or Ramsey Library's *Periodicals Holdings List*, copies of which can be found at various locations around the library. Here, you will obtain the following information about each title:

- the years and/or volumes held in our library
- the status of our subscription
- the format of back issues: bound, microfilm, or microfiche
- the call number, which is necessary for both current and bound periodicals

The following entry for the journal *Dance Magazine* is reproduced from the *Periodicals Holdings List*:

Dance magazine
Current issues on current periodical shelves
Bound: v. 44, 1970 - v. 47, 1973
Microfilm: v. 51, 1977 - v. 71, 1997
CALL NUMBER: GV 1580 .D246

This entry tells you that:

- Ramsey Library has a current subscription to *Dance Magazine*, since the top line indicates that there are "Current issues on current periodical shelves."
- Except for volumes 48-50, we own every volume from volume 44 (1970) to the present.
- Volumes 44-47 have been bound.
- Volumes 51-71 are on microfilm.
- The call number is GV 1580 .D246.

Periodicals Not Held by Our Library

It is possible to get a periodical article even if it is one that Ramsey Library does not own. If the periodical is held by one of the other libraries in the Western North Carolina Library Network (WNCLN), you can request it through ABC Express. There is no charge for this service and you should have it within a few days.

To determine whether a particular magazine or journal is held by WCU or ASU look it up in the online catalog by doing a **Periodical Title** search. Entries may vary slightly because each library handles its periodical holdings a little differently. If a magazine or journal is NOT held at any of the three libraries in the network, ask at the Reference Desk about getting a copy of the article through Interlibrary Loan.

Newspapers

We have already pointed out that periodicals are particularly useful for getting up-to-date information about people, events, and ongoing research. But for the most recent information about events in our world, newspapers stand out above all other periodicals. Because newspapers chronicle events from one day to the next, they are excellent historical sources that provide researchers with contemporary accounts of past events. Information from newspapers is generally considered primary source material. In addition, you can use a newspaper to quickly pinpoint the date of an event so that you can then use other indexes and reference books more effectively.

The New York Times deserves special mention among newspapers. In fact, it has been described as our "national newspaper." Because it has been published continuously since 1851, it is of tremendous use as a source of historical material. Since *The New York Times* covers every area of human activity -- political, social, artistic, scientific, athletic, educational, etc.-- and does so both on the national and international level, it can be an important source for almost any topic.

Newspapers in Ramsey Library

The library subscribes to several newspapers in addition to *The New York Times*. We receive papers from major metropolitan areas around the United States, including *The Washington Post*, *The Los Angeles Times*, and *The Atlanta Journal-Constitution*, as well as other papers of more local interest, such as *The Asheville Citizen-Times*, *The Raleigh News and Observer*, and *The Charlotte Observer*. Our subscription list includes some foreign newspapers as well as some special interest newspapers such as *The Wall Street Journal* and *The Chronicle of Higher Education*.

Most newspapers in Ramsey Library exist in two forms:

- **current individual issues** - typically kept on the current periodicals shelves for 2-3 months.
- **back issues on microfilm** - shelved alphabetically in the microform area.

Back issues are retained for some newspapers, but not for all of them. To find out more about Ramsey Library's newspaper subscriptions and holdings, do a **PERIODICAL TITLE** search in the library catalog or refer to the *Periodicals Holdings List*, just like you would for a magazine or journal.

Newspapers Not Held by Ramsey Library

If our library does not subscribe to a newspaper that you need, it may be available through ABC Express. ASU and WCU subscribe to several newspapers not available in our library including *The Chicago Tribune*, *The San Francisco Examiner*, and *The Times of London*. Newspaper articles can also be requested through Interlibrary Loan and some may be available full-text through an online database.

Indexes and Abstracts to Periodical Literature

So far, we have discussed what periodicals are and how to find them in the library. But in order to find specific articles contained in periodicals you must use a **periodical index**. Some periodical indexes include **abstracts**, or short summaries of the articles they index.

First of all, what exactly is an index? The word index is derived from the Latin word *indicare* which means "to point out." Hence, you use your index finger when pointing to give someone directions or when drawing someone's attention to something. Books contain indexes that can point you to pages in the text where specific information can be found. Likewise, a periodical index points you to where specific information can be found in periodicals.

Formats of Indexes

Periodical indexes are available in two basic formats:

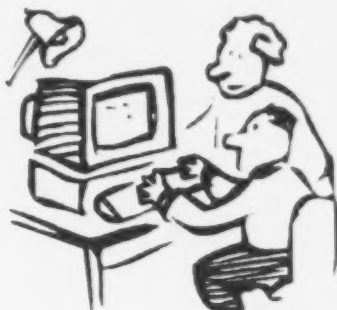
- **electronic**
The majority of these are **online**. They are not stored or maintained in the library building, rather, they reside on remote computers connected to the Internet. They may be accessed from public terminals and workstations in the library, other computers on campus with a UNCA Internet address, and, in some cases, remotely from off campus. We also have some electronic periodical indexes on **CD-ROM**. Instead of being accessed online, the information is stored on numerous compact discs which are accessed at reference workstations connected to the library's CD-ROM Local Area Network (LAN).
- **print**
These are typically bound in annual volumes. Although the death of the printed index has been predicted for some time, there are still many subject disciplines, areas of research, and ranges of years for which we continue to rely on print indexes. They will continue to be an important resource for researchers for years to come.

Types of Indexes

Regardless of their format, periodical indexes can be divided into two types:

- **general indexes**, which cover a wide variety of subjects and disciplines. Examples include *InfoTrac SearchBank Expanded Academic ASAP* and *UMI ProQuest Direct Periodical Abstracts Research II* (both available online).
- **subject indexes**, which limit their coverage to periodicals in specific subject areas and disciplines. Examples include *Humanities Abstracts* (online), *PsycINFO* (online), and *Applied Science and Technology Index* (print). Subject indexes generally give you access to more articles of a scholarly nature than do general indexes.

The Electronic Index



Basically, all electronic periodical indexes enable you to access periodical articles by entering **search terms**, words or phrases that describe your topic. Some electronic indexes offer features that others do not; some require you to search one way and others another way. **Always read the search and help screens when using an electronic index, especially if you are using the database for the first time.**

Below is a sample screen from *InfoTrac SearchBank Expanded Academic ASAP*, a good all-purpose **general index** to both magazines and journals.

D. Hiden Ramsey Library, UNC Asheville		SearchBank	
Database List		Expanded Academic ASAP	
Help EasyTrac	New Database	New Search	Mark List
Click in the entry box and enter search term(s):			
slime molds		Search	
☒ Subject guide ☐ Key words			
Expanded Academic ASAP has 884,647 articles and was last updated on May 2, 1998			
	Advanced search on indexed fields such as date, journal, or author's name		

Here, we are searching for the *Subject guide* for the topic "slime molds."

Subject vs. Key words Searching

Notice under the search term(s) box in the above example how you can search by using either the *Subject guide* or by entering *Key words*. Just like with the library's online catalog, you are given a choice to browse a **controlled vocabulary** of subjects or to search using **keywords** of your own choosing. Refer back to Chapter 3 for more information on these two types of searching.

A search for "Slime Molds" using the **Subject guide** allows you to browse a list of subjects and related subjects pertaining to this topic.

D. Hiden Ramsey Library, UNC Asheville			
	Expanded Academic ASAP		
 Subject Guide	 New Database	 New Search	 Mark List

Subjects containing the words: slime molds

Slime Molds
 [See](#) Myxomycetes
 Slime Molds, Cellular
 [See](#) Acrasiales
 Cellular Slime Molds
 [See](#) Acrasiales

The [See](#) reference indicates that the preferred subject in this database for Slime Molds is "Myxomycetes," the more precise scientific name.

Clicking on the [See](#) reference "Myxomycetes" displays the following periodical citations under that subject heading:

- ☐ Insertional editing of nascent mitochondrial RNAs in *Physarum*. Linda M. Visomirski-Robic, Jonatha M. Gott
Index *Proceedings of the National Academy of Sciences of the United States* April 29, 1997 v94 n9 p4324(6)
[View](#) extended citation and retrieval choices
- ☐ Contact with a solid substratum induces cysts in axenic cultures of *Physarum polycephalum* amoebae: mannitol-induced detergent-resistant cells are not true cysts. Jennifer Dee, Jennifer L. Foxon, Wendy Hill, Evaline M. Roberts, Muriel H. Walker
Index *Microbiology* April 1997 v143 n4 p1059(11)
[View](#) abstract
- ☐ Dictyostelium discoideum cells lacking the 34,000-Dalton actin-binding protein can grow, locomote, and develop, but exhibit defects in regulation of cell structure and movement: a case of partial redundancy. F. Rivero, R. Furukawa, A. A. Noegel, M. Fechheimer
Index *The Journal of Cell Biology* Nov 1996 v135 n3-4 p965(16)
[View](#) abstract and retrieval choices
- ☐ Sense from nonsense: RNA editing in mitochondria of kinetoplastid protozoa and slime molds. Larry Simpson, Otavio H. Thiemann
Index *Cell* June 16, 1995 v81 n6 p837(4)
[View](#) abstract

If you already know something about your topic or are familiar with some of the terms associated with it, a **Key words search**, when performed correctly, can allow you to customize and narrow your search in ways that regular Subject searching cannot.

In the case of "Slime Molds," we know from the See references in the Subject search on the previous page that "Myxomycetes" and "Acrasiales" are two scientific names associated with "Slime Molds."

Say you wanted to find some research articles on either of these types of slime molds, your **Key words search** might look something like this:

Click in the entry box and enter search term(s):

(myxomycetes or acrasiales) and research

Search

Subject guide Key words

At this point, we have moved beyond browsing subjects, and are searching for keywords that appear in the subject related fields of each article citation, including the title of the article, the abstract if available, as well as the subjects assigned to the article.

Notice that "and," "or," and parentheses "()" are used in this search statement. **Boolean logic** is recognized in electronic periodical indexes, just as it is in the library's online catalog. (Refer back to Chapter 3 for more information about Boolean operators and searching.)

The following is a sample citation from *InfoTrac SearchBank*:

Sense from nonsense: RNA editing in mitochondria of kinetoplastid protozoa and slime molds. Larry Simpson, Otavio H. Thiemann.
Cell June 16, 1995 v81 n6 p837(4)
[View abstract](#)

From this citation we know that:

- The title of the article is "Sense from nonsense: RNA editing in mitochondria of kinetoplastid protozoa and slime molds."
- The authors are Larry Simpson and Otavio H. Thiemann.
- The article appears in the journal *Cell* in the June 16, 1995 issue of volume 81 (issue number 6).
- This article begins on p.837 and is 4 pages long.
- You can see an abstract (a short summary of the article) by clicking on [View](#).

Let's try a slightly different search in another database. The sample screen shot below is from *General Science Abstracts*, a database available through the **FirstSearch** online service. *General Science Abstracts* is a subject periodical index that covers anthropology, astronomy, biology, computer science, earth sciences, medicine and health, and other science disciplines.

Here, we are looking for journal articles dealing with "slime molds" and "mutations."

Word, Phrase (Help) Keyword Index (Help)

Search for in

FirstSearch Database

H.W. Wilson General Science Abstracts

The **Advanced Search** mode of this database allows you to refine and limit the above search with more detail:

For additional searching techniques, see Help

Word, Phrase (Help)	Index (Help)
Search for slime molds	in Subject (keyword) Browse Index
And mutations	in Subject (keyword) Browse Index
And journal of cell biology	in Source (keyword) Browse Index
And	in Title (keyword) Browse Index

Limits Years: (Format = yyyy-yyyy)

On Type:

Search:

In the **Advanced Search** above, we are still searching for "slime molds" and "mutations," but we have indicated that we are only interested in articles appearing in the *Journal of Cell Biology* (called the "Source" in this particular database). Once more, we have limited our search to retrieve only those articles appearing between 1990-1997.

You will find that other electronic periodical indexes offer Advanced Search modes that provide similar limiting functions.

Benefits of Using an Electronic Index

Using an electronic index over a print index has many advantages. Unlike their print predecessors, most electronic periodical indexes allow you to:

- Combine concepts or terms using Boolean logic: AND, OR, NOT, & parentheses ()
- Search or limit by a specific periodical title
- Search or limit by a specific range of years
- Combine concept(s) with a known author
- Sort and/or mark relevant records
- Print or download the information retrieved

Full Text: An Added Benefit

Increasingly, electronic periodical indexes are providing the full-text of selected periodical articles in their databases. This added feature can cut your research time significantly, since you no longer have to hunt down the original periodical article on the shelf.

Be advised! Full-text access does not always mean that you get the entire article. Accompanying illustrations, including photographs, graphs, and charts, and occasionally even bibliographies and footnotes may be omitted. You may also find some omitted words and typos that did not occur in the original edited text of the magazine, journal, or newspaper.

Various Electronic Indexes to Choose From

The number of electronic indexes available to you can be overwhelming. Remember that **general indexes** cover a wide array of topics and **subject indexes** cover a specific subject area, discipline, or disciplines. Think critically when deciding what database to use and when. Always ask yourself what broad discipline or subject area your topic falls under.

For example, if your topic is related to the social sciences, then you might want to give *Social Sciences Abstracts* or *Sociological Abstracts* a try. If your topic is more specific than that, such as clinical psychology, then *PsycINFO* may be the index for you.

Make the most of your time in the library. Always ask a Reference Librarian to direct you to the proper index for your subject if you are having trouble deciding.

Database Differences

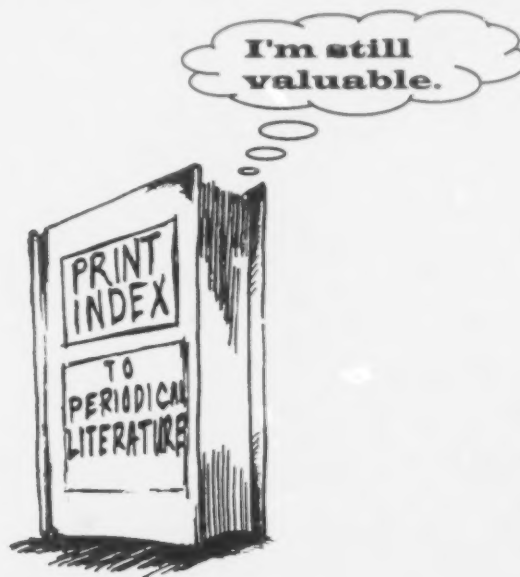
It is important to remember that electronic periodical indexes are produced by different companies and vendors, just like print indexes and other library resources. Each is designed somewhat differently with its own search engine, search methods, key strokes, and commands.

Many subject areas and disciplines use their own **controlled vocabulary**, which must be taken into consideration when using some subject indexes. Two notable examples are education and psychology. The subject index for education, *ERIC*, recognizes official terms or "descriptors" developed by the Educational Resource Information Center (ERIC) under the U.S. Department of Education.

PsycINFO, the subject index for psychology, uses official terms assigned by the American Psychological Association (APA). A **thesaurus** of the vocabulary used in each index is available in both print and electronic formats. Ask at the reference desk for more information.

The Print Index: Still a Valuable Resource

There will be times when you will need to use a print index. It may be that the library does not subscribe to the electronic version of the index that supports your subject or discipline, as in the case of *Applied Science & Technology Index*, or it may be that the years of publication that you wish to search are not included in the electronic version. *Art Index*, for example, has been published in its print form since 1929, but the electronic version only covers 1984 to the present. In order to access periodical articles before 1984 in art, you would need to go to the print index shelves.



Using a Print Index

To show how a print index to periodical literature is constructed, we have included the following sample from *Art Index* (October 1941 - September 1944).

SUPERSTITION

See also

Amulets
Ghosts
Magic

SUPERVISING architect's office. *See* United States—Supervising architect, Office of

SUPPORTS, Paint. *See* Paint supports

SURDAS, 16th cent. *See* Jaganāth, Jt. artist

SURGICAL sutures. *See* Sutures

SURNAMES. *See* Names, Personal

SURREALISM

American realists and magic realists, ed. by D. C. Miller and A. H. Barr, Jr. Review

Art Digest 17:23 Mr 1 '43

Gaz Beaux Arts s6 v24:127 Ag '43

Americans 1943: realism and magic realism at Museum of modern art. *Il* Art Digest 17:1, 6+ F 15 '43

Child as surrealist. R. S. Griffin. *Il* Design 43:16-19 N '41

Confound the wise, by N. Calas. Review

Art N 41:26 O 15 '42. L. Kochnitzky

J Aesthetics 2 no8:93-4 '43

Degree of sanity: art of the insane, the art of nature, and the art of the surrealist at Art of this century. Art Digest 18:17 D 15 '43

Feminine surrealists at Art of this century. Art Digest 17:13 Ja 16 '43

Freedom in art. J. R. Tuttle. J Aesthetics 2 no8:45-53 '43

From cubism to surrealism in French literature, by G. E. Lemaître. Review

Burl M 82:78 Mr '43

Burl Mag 84:78 Mr '44

Gaz Beaux Arts s6 v24:63-4 Jl '43

Great flight of culture; twelve artists in U.S. exile. *Il*(col) Fortune 24:102-15 D '41

Incurable and curable romantics; psychoanalysis points to the surrealists' way out. N. Calas. Art N 40:27-8+ D 1 '41

Is the sharp focus clear? Realists and magic realists; exhibition, Modern museum. D. Brian. *Il*(pt col) Art N 42:18-20+ Mr 1 '43

John Atherton, sure realist at Julien Levy gallery. *Il* Art N 41:25 Mr 15 '42

Miles of string; exhibition at Whitelaw Reid mansion. Art Digest 17:7 N 1 '42

Notice how the subjects (bold and in upper case) are arranged alphabetically. *See* and *see also* references are used to direct the user to appropriate or additional subject headings.

There may be slight variations in the format of citations from index to index, but the basic information will be the same. Often magazine or journal titles will be abbreviated. Look in the front of the index volume for a key to abbreviations of periodicals indexed.

Take a look at this typical citation from a print index:

Women

Nutrition

Incidents of eating disorders among selected
female university students. J.P.
Fredenberg and others. bibl il *J Am Diet*
Assoc v96 p64-5 Ja '96

This citation refers to an article listed under the subject heading **Women** and the subheading **Nutrition**. The article is called "Incidents of Eating Disorders among Selected Female University Students" and was written by J. P. Fredenberg and others. It appeared in volume 96 of *Journal of the American Dietetic Association* on pages 64-65 of the January 1996 issue. It includes a bibliography (bibl) and illustrations (il).

Being able to decipher the index citations is essential to your success in finding the articles to which they refer. If you have questions about interpreting the information included in a given citation, refer to the front of the index volume for explanations and instructions or ask a reference librarian for help.

Indexes to Newspapers

There are both print and electronic indexes to newspapers available. The library has access to several electronic newspaper indexes that cover both regional and national newspapers, including *The New York Times*, *The Wall Street Journal*, and *The News & Observer* (Raleigh, N.C.). But because few electronic indexes cover newspaper articles written before 1985, the print newspaper index remains a valuable resource.

The New York Times Index is perhaps the most important print newspaper index around. Not only does it index our "national newspaper," but it can also help you find information that appeared in other newspapers that lack indexes of their own. If you use *The New York Times Index* to determine the date of an event, you could then look in other newspapers of the same date to find articles on the same event. This could be especially useful if the event only received a slight mention in *The New York Times* but would have received fuller, more in-depth coverage in a local newspaper.

Using *The New York Times Index*

Each citation in *The New York Times Index* will include:

- a summary of the contents of the article
- an indication of the length of the article (S = Short; M = Medium; L = Long)
- the month and day the article appeared
- the section, page, and column in which the article was located

The citation will not tell you:

- the title of the article (you must actually look at the article in the paper to see the title)
- the year (you must get that from the volume of the index you are using)

The following is a sample citation from the 1990 *New York Times Index*:

BANGLADESH. See also

Japan, Ja 3

Presence of opposition parties in this year's Bangladeshi elections demonstrates democracy, but may threaten local power of ruling Jatiya Party; photo; map (M), F 16,A,4:3

From this, you can tell that:

- this citation refers to an article listed under the subject heading **Bangladesh**.
- other articles dealing with Bangladesh may be found under the subject heading **Japan** dated January 3 (See also Japan, Ja 3).
- the article deals with opposition parties in Bangladeshi elections.
- a photo and a map accompany the article.
- it is a Medium length article (M).
- the article appeared in the February 16 (F 16) newspaper.
- A,4:3 indicates that the article was in section A, on page 4, in column 3. The location information will always be in this order:

DATE, SECTION, PAGE: COLUMN

In the example, the section of the newspaper in which the article appears is designated by a letter. For some dates, Roman numerals are

used as section designators (I, II, III, IV, etc.), so you might just see a location that looks like this: F 9,IV,3:1

As of 1990, the section indicators used in the index match the actual indicators used in the newspaper. Before 1990, however, Roman numerals were used in the index to indicate **all** sections, even if the sections in the actual newspaper were designated with letters. So if you are using an older volume of the index, you may have to turn Roman numerals into their corresponding letters when you go to the newspaper (for example, I = A, II = B, III = C, IV = D, etc.)

Below is a sample section from the 1984 *New York Times Index*. Notice how the citations under a subject heading are listed chronologically by date of publication.

SPACE Weapons

Flora Lewis Op-Ed column on little-noticed bill in Congress which would make new Air Force Space Command into overall space command, create Army Space Command for ground-based space weapons, establish a single agency for directed-energy weapons, take military missions of space shuttle away from NASA and direct NASA to launch a manned space station; says bill holds seeds of military commitment that could be momentous for fate of US and should be rejected (M), Ja 6,1,23:1

US Air Force announces it has conducted first test in flight of advanced missile designed to destroy satellites; test, in California, involved only booster and booster guidance system and did not involve target; test of missile, US Air Launched Miniature Vehicle Anti-Satellite (ASAT) seems likely to increase debate over weapons in space (M), Ja 22,1,1:6

Article by Rep Fortney H Stark on need for US to avoid 'star wars'; says Pres Reagan was misguided in his reaffirmation of space weapons, made on Jan 21 when F-15 antisatellite missile was tested at Edwards Air Force Base, Calif; holds such tests could lead to arms race in space; drawing (M), F 1,1,27:2

President Francois Mitterrand of France proposes that western Europe launch manned space station for military defense (S), F 9,11,15:2

Tom Wicker Op-Ed column says arms race in outer space is not necessary; notes Reagan Administration officials' claim that arms control treaty is not feasible, since it would be impossible to verify; holds that their assertions are so at odds with judgment of independent authorities that it is easy to conclude that Reagan Administration is not interested in arms control option for space weapons, Mr 2,1,27:2

US Assistant Sec of Defense for International Security Policy Richard N Perle, testifying before Armed Services strategic warfare subcommittee, says it would be 'extremely difficult, if not impossible' to verify that Soviet Union was complying with any treaty to prohibit weapons capable of destroying space satellites; predicts White House will take similar view; says his remarks represent Defense Department and 'intelligence community' views (M), Mr 16,1,8:1

Union of Concerned Scientists holds that space-based defense that would protect US against attack by ballistic missiles is technologically 'unattainable,' saying USSR

Finding Book Reviews in Periodicals

There are other kinds of information available in periodicals in addition to news and research articles. Magazines, journals, and newspapers often feature book reviews, which can be important information to help you judge the quality of a book. Reviews can help you see how a particular book fits into the literature of the subject and how it was evaluated by others in the author's field of study.

Types of Book Review Indexes

The best place to locate a review of a particular book will be determined by the subject matter of the book.

General book review indexes are usually a good place to start for reviews of fiction and nonfiction books on all subjects. Some examples include:

Book Review Digest (1905-present)
Book Review Index (1965-present)
Combined Retrospective Index to Book Reviews in Scholarly Journals (1886-1974)
National Library Service Cumulative Book Review Index (1905-1974)

There are also **subject book review indexes**:

Index to Book Reviews in the Humanities (1961-present)
Index to Book Reviews in Historical Periodicals (1973-present)

Most periodical indexes include book reviews. Some recent reviews can be found in *InfoTrac SearchBank*, *UMI ProQuest Direct*, and other electronic indexes. For older reviews, you may wish to consult a print index in the book's related field, many of which contain separate sections with references to book reviews. A partial list of subject periodical indexes that index book reviews includes:

America: History & Life
Applied Science and Technology Index
Art Index
Business Periodical Index
Education Index
General Science Index
Historical Abstracts
Humanities Index
Religion Index: One
Social Sciences Index
Women Studies Abstracts

Book Review Digest, available as an electronic database and in print, actually reproduces excerpts or portions of the reviews. It includes publication information for the book, a brief description of the book, citations for reviews, and excerpts from some of those reviews.

Locating Reviews

To find reviews of a book using an index, it helps to know the correct title of the book and the date of publication. You should begin with the index volume for the year of the book's publication; then, if you find no reviews there, look in the next several years. Books, especially of the scholarly type, are sometimes reviewed months or even years after they are first published.

Chapter 4 Exercises

1. What is a periodical? _____

2. Name three types of periodicals.

3. What is the difference between a **magazine** and a **journal**? _____

4. Why are periodical articles typically important sources of information? _____

5. Scholarly journals always cite their sources in the form of footnotes or bibliographies.
True / False
6. a. Using the *Periodicals Holdings List* or the library catalog, find out whether Ramsey Library has a current subscription to the *Journal of Social Psychology*.
Yes / No

b. What is the volume number and year of the first volume of this journal that we have in the library?

c. Are the back issues of this journal bound, on microfilm, or on microfiche?

d. Use the call number to locate the most current issue on the current periodical shelves. Examine the current issue. What is the level of scholarship?

scholarly journal / informative news magazine / popular magazine
7. a. Using the *Periodicals Holdings List* or the library catalog, find out if Ramsey Library has **volume 14** of the journal *Physics Teacher*.
Yes / No

b. Does WCU or ASU own **volume 14** of the journal *Physics Teacher*?

WCU ____ ASU ____

c. How could you get a copy of this volume of *Physics Teacher*?

8. Where and in what format are back issues of Ramsey Library's newspapers holdings kept?

9. *InfoTrac SearchBank Expanded Academic ASAP* is an example of what kind of periodical index?

General / Subject

10. The following citation has been reproduced from *InfoTrac SearchBank*.

"Not just for bikers anymore": popular representations of American tattooing. Margo DeMello.
Journal of Popular Culture Winter 1995 v29 n3 p37(16)
View abstract and retrieval choices

a. What is the title of the article? _____

For this article, give:

b. author of the article _____

c. name of journal _____

d. date of the journal _____

e. volume number of the journal _____

f. issue number of the journal _____

g. page numbers of the article _____

h. Is there an abstract? Yes / No

11. Some periodical indexes include abstracts. What is an **abstract**? _____

12. You need some articles on how the **absurd** is depicted in the plays of **Beckett** or **Ionesco**. Which one of the following would be your best **keyword** search in an electronic periodical index?

- a. (beckett or ionesco) and absurd
- b. (beckett and ionesco) and absurd
- c. beckett and absurd or ionesco and absurd
- d. absurd beckett ionesco
- e. absurd or (beckett and ionesco)

13. The following citations are from the 1990 *New York Times Index*:

BANK OF NEW ENGLAND CORP. See also
Connecticut, Ja 31

Citicorp says it is interested in buying credit card operations and other assets of Bank of New England Corp (S), Ja 23,D,5:4

Bank of New England Corp, in midst of race to raise cash to cover decline in deposits, begins borrowing from Federal Reserve Bank of Boston (M), Ja 27,I,47:3

- a. Under what subject heading are these citations listed? _____
- b. On what date and under what other subject heading could you also find an article about the Bank of New England Corp.? _____

For the article that deals with Citicorp and the Bank of New England Corp., give the following information:

- c. date of the article _____
- d. section _____
- e. page _____

f. column _____

g. Is the length of the article in the first citation short, medium, or long? _____

h. Is the length of the article in the second citation short, medium, or long? _____

i. How would you determine the titles of these articles? _____

14. a. In what ways are book reviews useful? _____

b. To find a book review of a certain book, you only need to examine the volume of the book review index that covers the year in which the book was published.

True / False

15. From the Ramsey Library home page (<http://bullpup.lib.unca.edu/library/>) you will find links to numerous general and subject periodical indexes under **Electronic Resources**. Browse **Electronic Resources** by **Subject** to discover some subject periodical indexes that pertain to your major or area of interest.

Answers
Chapter 4

1. A periodical is a publication that is published at regular intervals (for example, weekly or monthly).
2. magazines, journals, newspapers
3. A **magazine** includes articles on popular or current topics written for a general audience. A **journal** contains research-oriented articles written by experts for a scholarly or professional audience.
4. Periodical articles can be important sources of information because they may contain more up-to-date information than is contained in books.
5. True
6. a. Yes
b. vol. 2, 1931
c. both microfilm and bound
d. scholarly journal
7. a. No
b. WCU - yes ASU - yes
c. through ABC Express
8. Microforms area - on microfilm
9. General
10. a. "Not just for bikers anymore: popular representations of American tattooing"
b. Margo DeMello
c. Journal of Popular Culture
d. Winter 1995
e. 29
f. 3
g. 37-52 (16 pages long)
h. Yes
11. An abstract is a short summary of the contents of an article.
12. a.
13. a. Bank of New England Corp.
b. Connecticut, January 31, 1990
c. date: January 23, 1990
d. section: D
e. page: 5
f. column 4
g. (S) = short
h. (M) = medium
i. Locate the articles in the actual newspaper.
14. a. Book reviews can help you judge the quality of a book. They can help you see how it fits into the literature of a subject and how it was evaluated by others in the same field.
b. False. You should begin with the index volume for the year of the book's publication; then, if you find no reviews there, look in the next several years.
15. (No single correct answer for this exercise.)

Chapter 5

The Reference Collection



Whether in print or on a computer, reference materials are designed to provide an overview of a topic or quick access to information. This is generally accomplished by organizing the data in alphabetical or numerical order, in tables, or in some other convenient arrangement.

The reference collection contains some of the library's most frequently used resources and is staffed by librarians who provide personal assistance to users seeking information that may be found in reference resources. As a rule, reference materials are not intended to be read in their entirety like a regular book. Because they must be kept readily available for librarians, students, and other researchers to "refer" to (hence the name), reference materials cannot be checked out.

Reference materials can make your life as a researcher much easier. For instance, if you wanted to know the number of Top 40 singles the band Nirvana had or how many music awards they received during their career, you could eventually determine this information by reading one of the many books published about the band. This could take hours or days depending on your reading speed. However, you could turn to one of several different reference sources to quickly determine the names and dates of their hit singles and awards. An **almanac**, for instance, would provide a list of Grammy Award or MTV Music Video Award winners by year. A **biographical dictionary** of popular music and musicians would include the hit singles and awards of individual artists and bands.

Types of Reference Materials

Reference materials can be divided into two major categories:

general reference materials, which give general overviews of topics and are not limited to a specific subject. A general encyclopedia will attempt to include articles about all categories of knowledge. Likewise, a general unabridged dictionary will attempt to list and define all the words in the language; and

subject reference materials, which deal with specific subjects. They are often excellent starting places for library research and usually include the subject somewhere in their title, for example, *Encyclopedia of Religion*, *Dictionary of Education*, or *The Native American Almanac*.

Locating Reference Materials in the Library Catalog

Reference books will be listed under the appropriate subject heading in the library catalog. If you are uncertain of the subject heading for a particular type of general reference book, try a Keyword search or consult the *Library of Congress Subject Headings*.

The following are examples of subject headings for **general reference materials**:

- Almanacs
- Atlases
- Biography
- Chronology, Historical
- Directories
- Encyclopedias and Dictionaries
- Quotations

If you are looking for **subject reference materials**, enter your subject and look for the subheading identifying the specific reference work type.

For example, a Subject search in the library catalog for the subject heading Parapsychology revealed the following subheadings:

- Parapsychology -- Controversial Literature
- ☞ Parapsychology -- **Dictionaries**
- ☞ Parapsychology -- **Directories**
- Parapsychology -- Early Works To 1900
- ☞ Parapsychology -- **Encyclopedias**

If you are not finding what you need, try a Keyword search. If you were looking for a subject encyclopedia on parapsychology, your Keyword search might look something like this:

parapsychology encyclopedia

Selective Browsing

If you already know the Library of Congress classification for a particular subject, you could go directly to the reference shelves where books on that subject are grouped and browse the various types of reference books. Because reference books contain such a variety of information, browsing several handbooks, dictionaries, or encyclopedias may lead you to some great stuff not readily identified by the library catalog.



A Rose By Any Other Name...

Just as you cannot judge a book by its cover, you cannot always judge a reference book by its title. In the following pages you will see that many reference books have titles that are not descriptive of their reference type or content. For example, *The Dictionary of Art* is actually an exhaustive thirty-four volume encyclopedia, *The Asian American Almanac* is actually more like a one volume encyclopedia, and handbooks and manuals often use the words "companion," "yearbook," and "guide" in their titles. This can get kind of confusing, so ask a reference librarian for help if you have questions.

Types of Reference Materials

<u>Type of Information</u>	<u>Type of Reference Material</u>
Articles (long) on subjects	Encyclopedias
Articles (short), formulae, tables	Handbooks and manuals
Biographical information	Biographical dictionaries Biographical directories
Citations to books, articles, and other materials on subjects or persons	Bibliographies Bio-bibliographies
Dates; outlines and summaries of historical events over time	Historical tables Chronologies Historical yearbooks
Facts (brief) and lists of information	Almanacs
Geographical facts	Atlases Gazetteers
Maps	Atlases
Names and addresses of people and organizations	Directories
Quotations	Dictionaries of quotations
Statistics	Almanacs and Statistical yearbooks
Word definitions, pronunciations, etymologies, etc.	Dictionaries

Encyclopedias

The original idea behind the encyclopedia was to summarize and encapsulate in one volume or set of books the entire universe of knowledge. However, since the first encyclopedia was published, the universe of knowledge has grown so exponentially that it is no longer possible for a single book or set of books to contain a summary of it.

Nonetheless, encyclopedias are an important source of background information on virtually every subject. In addition to providing an overview, encyclopedias will provide a brief bibliography of basic works about the topic so that once you have an idea what the subject is about, you can go on to a more detailed examination of it.

Encyclopedias, like many other reference sources, are published in both **print** and **electronic** formats. A major electronic encyclopedia, *Britannica Online* (<http://www.eb.com>), can be accessed from Ramsey Library's Web site or directly from the address above. In addition to providing articles on topics, *Britannica Online* also gives hypertext links to related information on the Internet.

Using an Encyclopedia

Most printed encyclopedias are arranged alphabetically by subject, and you can often find the information you are looking for by going to the appropriate alphabetical location. However, subjects often overlap or connect with each other: to fully understand the importance of an idea or concept or person, you need to use the encyclopedia's **index** to locate information about your subject that is included in other articles.

Most encyclopedia articles of any significant length are written by experts in the field and are signed. In printed sets this signature is often in the form of initials and you must refer to the "List of Contributors"—usually in the first or last volume of the set—to learn the author's full name and credentials.

Types of Encyclopedias

There are two broad categories of encyclopedias:

general encyclopedias, which attempt to present information on all subjects. These include a number of familiar titles, such as *Encyclopaedia Britannica*, *World Book*, and *The Encyclopedia Americana*. These works attempt to present a summary of the world of knowledge; and

subject encyclopedias, which generally provide a more detailed treatment of ideas, concepts, and persons within a specific discipline or group of disciplines such as music, social science, or Asian history. Titles such as *International Encyclopedia of the Social Sciences* and the *McGraw-Hill Encyclopedia of Science and Technology* provide detailed overviews written by recognized scholars. Subject encyclopedia articles generally assume the reader has some prior information on the topic. For instance, technical and specialized terms are often used without definitions being provided. For this reason, it may be advisable to begin with a general encyclopedia and then progress to a subject encyclopedia as you develop expertise in the discipline in which you are conducting your research.

Don't be misled by the names of encyclopedias. Some of the best encyclopedias do not have the word "encyclopedia" in their titles, such

as the *New Grove Dictionary of Music and Musicians*, the *Dictionary of the History of Ideas*, and the *Dictionary of Art*.

To search for a subject encyclopedia in the library catalog, enter your subject (for example, Astrophysics) and look for the following subheadings:

Astrophysics -- **Dictionaries**
Astrophysics -- **Encyclopedias**

Handbooks and Manuals

Handbooks are compilations of facts about a discipline packaged in such a way that they can be easily used for ready reference. Handbooks exist for all disciplines and provide quick, easy access to people, movements, terms, concepts, etc. associated with the subject.

From their humble beginnings as a few small, easily held volumes, handbooks have proliferated to include large and diverse volumes. Today, these range from manuals such as *The Publish-It-Yourself Handbook*, which provide instruction and how-to advice, to elaborate sets such as the multi-volumed *Handbook of North American Indians*, which provide comprehensive summaries of subjects, to so-called companions such as *The Oxford Companion to American History*, which explain and interpret, usually at some length, different aspects of the discipline or subject.

As with encyclopedias, not all handbooks identify themselves as such. Some are labeled "guide," such as *The Audubon Society Field Guide to North American Wildflowers*, or "yearbook," such as *The Statesman's Yearbook*. Others offer no clue in their title, such as *Emily Post's Etiquette*.

To locate a handbook, do a Subject search for the appropriate subject heading, then look for the following subheading:

Chemistry -- **Handbooks, Manuals, Etc.**
Sociology -- **Handbooks, Manuals, Etc.**

Dictionaries

Dictionaries are the principal reference tools for determining among other things the spelling, etymology (history), meaning, and pronunciation of words. There is an incredible array of dictionaries available. They can be divided into several broad categories: **general language dictionaries**, **special language dictionaries**, and **subject dictionaries**.

General Language Dictionaries

General language dictionaries, also known as monolingual dictionaries, deal with only one language. In this country, when we speak of general language dictionaries we are referring mostly to English language dictionaries.

In addition to meanings, origins, and spelling, monolingual dictionaries typically include such features as syllabification, stress and pronunciation, level of usage (colloquial, obsolete, slang, etc.), and synonyms. Many provide quotations to illustrate a word's usage.

General language dictionaries may be either **unabridged** or **abridged**.

- **unabridged dictionaries**, which include as many as 600,000 entries, attempt to include most words in current usage as well as a broad selection of archaic terms. Typically, they are quite large (often measuring four inches or more in thickness). Unabridged dictionaries include proper and geographical names, technical terms, illustrations, symbols, and other information. They contain a number of appendices with information such as forms of address and style sheets. *Webster's Third New International Dictionary* is a good example. There are several copies in the reference collection.
- **abridged dictionaries**, also known as desk dictionaries, are smaller and contain only the more commonly used words. *Merriam-Webster's Collegiate Dictionary*, 10th Edition is a good example. It provides coverage suitable for academic work in an abbreviated size that makes it portable.



**Special
Language
Dictionaries**

Bilingual dictionaries provide a base list of words in one language with equivalencies and definitions in a second language. Examples include *Heath's Standard French and English Dictionary* and the *Oxford Latin-English Dictionary*.

To locate a bilingual dictionary in the library catalog, do a Keyword search including the names of each language as well as the word "dictionaries." For example:

**french english dictionaries
latin english dictionaries**

Historical language dictionaries trace the history and development of the language through extensive quotations from the word's earliest appearance to its current usage. Two important dictionaries for etymology and word history are the unabridged *Oxford English Dictionary* (OED) and *Dictionary of American English on Historical Principles*. Below is a sample entry from the *Oxford English Dictionary*:

synergism ('sɪnədʒɪz(ə)m). [ad. mod.L. *synergismus*, f. Gr. *συνεργός* working together, *συνεργεῖν* to co-operate.] 1. *Theol.* The doctrine that the human will co-operates with Divine grace in the work of regeneration.

1764 MACLAINE *tr. Madox's Ecd. Hist. Cent.* xvi. iii. 11. c. 432 (1833) 488/2 He (sc. Serapion) was accused by Flaccius of Synergism at the court of Saaz-Weimar. 1828 POSEY *Hist. Eng.* i. 23 Even laymen, who would not sign the confutation-book (against Synergism) were excluded from acting as sponsors. 1882-3 SCHAFER's *Encycl. Relig. Knowl.* III. 2279/2 Synergism is a sublimated type of Semi-Pelagianism.

2. a. *Pharm.* The combined activity of two drugs or other substances, when greater than the sum of the effects of each one present alone.

1910 A. R. CUSHNY *Textbk. Pharmacol. & Therapeutics* (ed. 5) 29 Other examples of synergism are offered by the anaesthetics, for... a mixture of two of these may induce anaesthesia when administered in a dilution far below that necessary if either is employed alone. 1938 [see ANTAGONISM 1 d]. 1961 *Lancet* 12 Aug. 375/2 Combined chemotherapy of acute leukaemia with 6-mercaptopurine plus corticosteroids gave a higher remission-rate than that observed for either of these administered alone... Synergism was not observed with other drug-combinations given for malignant blood diseases. 1972 *Materials & Technol.* V. 2. 313 Products of this type are widely used for their ability to work together with other surfactants (synergism), as clarifying and emulsifying agents. 1979 *Buffalo Evening News* 18 May 11. 23/2 By combining 2,4-D and silvex, the weed killer became more effective... This is known as synergism.

b. *transf.* and *fig.*

1935 J. LAIRD *Our Minds & Their Bodies* ii. 26 These various arguments... are often so closely allied as scarcely to be distinguished. There is synergism in all their ramifications... Nevertheless, we must try to discriminate between the different steps and stages in these converging arguments. 1941 BENNETT & KURTZ *tr. Reich's Masochism in Mod. Man* i. 70 Freud dropped his attempt to reduce masochism to the assumption of a sexual synergism of pain and discomfort in the infantile organism. 1970 *Nature* 4 July 71/1 We wish to describe synergism between two distinct populations of cells in the production of cellular immunity. 1971 K. CHIN WU in W. O. Dingwall *Survey Linguistic Sci.* (1978) vii. 159 Articulating speech was... a function involving a rather delicate synchronization, synergism to use a more technical term, of many muscular activities that had to be learned. 1974 *Jral. Amer. Med. Assoc.* 15 Apr. 200 Thus, it seems that the synergism obtainable by a working together of both professions would, most of all, aid the physicians who read the journals. 1977 *New Scientist* 30 June 767/2 We've done some experiments on cells in culture and you don't get any synergism, you get addition. 1978 *N.Y. Times* 30 Mar. 63/2 (Adv.). The result: a synergism where the results are greater than the sum of the parts.

Reverse dictionaries are designed to help you find the correct word when you know the meaning or idea you want to express. *Bernstein's Reverse Dictionary* provides an alphabetically arranged list of brief definitions followed by a word or words that fit the definition.

Single-purpose dictionaries cover a single aspect of the language, hence the name. There are a variety of types of single-purpose dictionaries that deal with such aspects as slang, jargon, and dialect. Typical examples are *Dictionary of American Slang*, *Sports Talk: A Dictionary of Sports Metaphors*, and *Western Words: A Dictionary of the American West*.

A very commonly used type of single-purpose dictionary is the **thesaurus**, which provides synonyms and antonyms. There are many thesauri available, the most famous of which is *Roget's Thesaurus*.

To locate a thesaurus using the library catalog, do a Subject search for the following:

English language -- Synonyms and antonyms

Subject Dictionaries

While **general dictionaries** deal with the words in a language, **subject dictionaries** define the terms and concepts of a particular discipline. Because of their limited focus, these dictionaries often define their terms in greater depth, outline the history of the concept, and discuss it in relationship with similar concepts. Some examples include:

Dictionary of Concepts in History
New Harvard Dictionary of Music
New Palgrave Dictionary of Economics

Subject dictionaries may be found in the library catalog by performing either a Subject or Keyword search. To do a Subject search, enter the appropriate subject heading then look for the subheading "dictionaries" or "dictionaries and encyclopedias".

Subject search examples:

chemistry -- dictionaries
mythology -- dictionaries
japan -- dictionaries and encyclopedias

When performing a Keyword search, use the word "dictionary" or "dictionaries" in your search. Truncation may also be used to retrieve both the singular and plural forms (for example, dictionar*).

Keyword search examples:

middle ages dictionaries
chemistry dictionaries
social work dictionar*

Almanacs and Statistical Yearbooks

Every library has a number of reference books that it relies on to provide brief, factual data on many different topics. Among the most important of these are almanacs and statistical yearbooks.

Almanacs

Almanacs represent the most well-known collections of miscellaneous facts and figures. They include various lists such as Grammy Award winners and World Series winners, populations of cities, states, countries, and continents, names of officials from mayors to queens, statistics ranging from birth rates to death rates, summaries of the past year's events, and a host of other information. Two well-known almanacs are:

The World Almanac and Book of Facts
Information Please Almanac

In addition to these general almanacs, there are a number of specialized almanacs, such as *The Almanac of American Politics* and *The Space Almanac*, which contain a wealth of facts and figures on specific topics.

Statistical Yearbooks

Statistical yearbooks are published chiefly by governments and by international organizations such as the United Nations. They are normally published on an annual basis, hence the label "yearbooks." Some basic statistical yearbooks are listed here:

United Nations. *Demographic Yearbook*.
Provides comprehensive statistics on population characteristics for nearly 250 countries.

United Nations. *Statistical Yearbook*.
Focuses primarily on economic, industrial, agricultural, and cultural statistics.

Statistical Abstract of the United States.

Abstracts or summarizes statistics for virtually every quantifiable aspect of American life.

Even though yearbooks, almanacs, and various other reference books are published on an annual basis, the statistical information in them does not necessarily correlate with the year the book was published. Since the collection and analysis of data such as the population of the United States is a very time-consuming enterprise, the figures in a yearbook may actually be two or three years behind the date of the yearbook.

Also, be careful of tabular information. Often publishers will abbreviate numbers to save space. In such cases, there will normally be a small note at the top or bottom of the chart telling you how to read the abbreviated figures, for example: "add 000" or "figures in thousands." If a table reports the population of Charlotte, North Carolina as 368 and indicates "figures in thousands," you would need to add three zeros to determine the correct population (368,000).

No. 434. Foreign Travel: 1988 to 1995

[Travelers in thousands; expenditures in millions of dollars. U.S. travelers cover residents of the United States, its territories and possessions. Foreign travelers to the U.S. include travelers for business and pleasure, international travelers in transit through the United States, and students; excludes travel by international personnel and international businessmen employed in the United States]

ITEM AND AREA	1988	1989	1990	1991	1992	1993	1994	1995
U.S. travelers to foreign countries . . .	40,669	41,138	44,823	41,586	43,898	44,411	46,450	50,763
Canada	12,763	12,184	12,252	12,003	11,819	12,024	12,542	12,933
Mexico	13,463	14,163	16,381	15,042	16,114	15,285	15,759	18,771
Total overseas	14,443	14,791	15,990	14,521	15,965	17,102	18,146	19,059
Europe	7,438	7,233	8,043	6,316	7,136	7,491	8,167	8,596
Latin America	4,203	4,392	4,749	5,155	5,285	5,729	5,880	6,003
Japan	793	921	1,103	897	1,017	1,043	871	839
Australia, New Zealand, South Africa	849	730	721	684	639	719	835	801
Other	1,160	1,515	1,374	1,469	1,888	2,120	2,396	2,820
Expenditures abroad	32,114	33,416	37,349	35,322	38,552	40,713	43,782	45,855
Fares to foreign carriers	7,729	8,249	10,531	10,012	10,556	11,313	12,885	14,313
Foreign travelers to the U.S.	33,842	36,365	39,363	42,674	47,261	45,779	44,753	43,318
Canada	13,700	15,325	17,263	19,113	18,598	17,293	14,974	14,663
Mexico	7,730	7,041	7,041	7,406	10,872	9,824	11,321	8,016
Total overseas	12,512	13,999	15,059	16,155	17,791	18,662	18,458	20,639
Total travel receipts	29,434	36,205	43,007	48,384	54,742	57,875	58,417	61,137
Fares to U.S. carriers	8,976	10,658	15,298	15,854	16,618	16,611	17,083	18,534

¹ Includes Central and South America and the Caribbean.

Source: U.S. Dept. of Commerce, International Trade Administration, Internet site <<http://www.tinet.ita.doc.gov/free>> (Accessed 09 June 1997)

Look at the above table from the *Statistical Abstract of the United States* (1997). How many zeros should you add to each figure to get the proper number for travelers? How many to expenditures?

Historical Tables, Chronologies, and Yearbooks

This category of reference books provides historical information by date, making it easy to locate facts on a timeline. Such reference works are handy for determining the context of historical events from several different perspectives, depending on how the work is organized. The differences in these historical reference materials are explained below.

Historical Tables

Historical tables, also known as Reference Histories, provide facts arranged chronologically in parallel columns, with each column representing either major geographical areas such as Europe, Asia, or Africa, or a major division of human activity such as history, politics, literature, art, science and technology, or religion.

By reading across the columns from one category to the next you can learn what parallel events were happening at any given point in history. Bernard Grun's *The Timetables of History* is an excellent example of this sort of reference work. A sample of the entries in Grun's book for the year 1738 includes:

History, Politics	Religion, Philosophy, Learning	Music	Daily Life
Brit. troops sent to Georgia to settle border dispute with Spain	Voltaire introduces ideas of Isaac Newton to France	J.S. Bach: Mass in B Minor, full version	First cuckoo clocks in Black Forest District

Chronologies

Chronologies also give historical facts by date, but do not present the material in parallel columns. Rather, they provide narrative summaries of events in the order they occurred.

Chronologies vary considerably in detail. For instance, the series *Great Events from History* presents summaries of salient historical occurrences during three broad historical periods (Ancient and Medieval, Modern European, and Twentieth Century) along with a critique of the interpretations of these events by various historians and scholars. *The People's Chronology* provides a year-by-year summary of events, while the *Day by Day* series (*Day by Day: The Sixties*, *Day by Day: The Seventies*, etc.) provides a daily summary of events. Another version of the chronology is *Everyman's Dictionary of Dates* which lists its topics in alphabetical order, giving dates for each.

Historical Yearbooks

Historical yearbooks are normally published annually and attempt to summarize the important events of a particular year. Examples include:

Time Capsule
News Dictionary
The Annual Register

Some historical reference books are devoted to one subject only, such as a dictionary of battles or a chronology of the fine arts.

Geographical Sources: Atlases and Gazetteers



Geographical information may be found in two ways, by consulting a map or by reading a narrative description about the places in question.

Atlases

Atlases are collections of maps that may or may not have accompanying narratives. It is not uncommon for atlases to have several visual representations of the same area with each having a different purpose, for example, to show political subdivisions, topography, population, etc.

Specialized atlases provide political, historical, agricultural, and other information. For example, historical atlases can cover all periods of time, showing changing political boundaries and migrations of populations over centuries. Specialized historical atlases exist for, among other things, military and maritime history, religious and ethnic groups, and archaeology.

The *Oxford Economic Atlas of the World* and the *Rand McNally Commercial Atlas and Marketing Guide* provide economic facts on raw materials, production, consumption, and related data. There are even atlases of the universe and of our solar system.

Gazetteers

Gazetteers provide narrative descriptions of geographic and topographic features, including brief facts about larger cities and key data about mountain ranges, swamps, rivers, deserts, and other geographic phenomena. Gazetteers are sometimes referred to as **geographical dictionaries**. Organized alphabetically, entries normally indicate how to pronounce place names and some will include line drawings of the place in question.



Ashdod *ash-did'*, 31 48N 34 38E, pop(1982e) 62,000, seaport in South dist, W Israel; on the Mediterranean Sea, 40 km S of Tel Aviv-Yafo; the present city was founded in 1956 as the major port of S Israel; railway; ancient and modern harbour; important port of call for cruise ships.

Asheville, 35 36N 82 33W, pop(1980) 53,583, county seat of Buncombe county, W North Carolina, United States; on the R French Broad, on a plateau in the Blue Ridge Mts; settled in 1794, achieving city status in 1835; university; railway; popular mountain resort; economy: tourism; manufactures electrical equipment, textiles, clothing, timber and tobacco; monument: Colburn Mineral Museum; home of the writer, Thomas Wolfe.

Ashford, 51 09N 0 53E, pop(1981) 45,962, town in Ashford dist, Kent, SE England; on the Great Stour river, 21 km SW of Canterbury; railway junction; economy: engineering, perfume.

Ashington, 55 11N 1 34W, pop(1981) 28,116, town in Wansbeck dist, Northumberland, NE England; 8 km E of Morpeth; economy: coal, engineering.

Ashkhabad *as-khe-bar'*, formerly POLTORATSK (1919-27), 37 58N 58 24E, pop(1983) 338,000, capital city of Ashkhabadskaya oblast and S Turkmen'skaya SSR, Soviet Union; situated close to the Iranian border, the city stands at the centre of an oasis, bounded N by the Peski Karakumy (Kara-Kum Desert) and S by the Khrebet Kopet-Dag range; established in 1881 as a

The entry for Asheville from the *Cambridge World Gazetteer*.

Quotation Dictionaries and Concordances

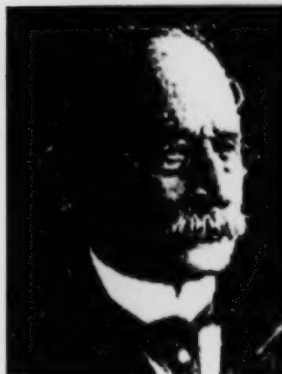
Who is known for saying, "I have a dream"? Where can you find quotations about love or marriage? These questions can be answered by books that provide a source of quotations, whether by one author or by many authors.

Quotation Dictionaries

Dictionaries of quotations list writings and sayings of people from all nationalities and time periods and also from works that have anonymous or multiple authors.

Some dictionaries of quotations are arranged alphabetically by the author quoted such as in the *Oxford Dictionary of Quotations*. Others

are arranged by authors' dates as is the case with Bartlett's *Familiar Quotations* or topically as with Stevenson's *Home Book of Quotations*. There are also special purpose collections of quotations, such as the *Goodbye Book*, which lists farewell speeches and letters, famous dying words, and epitaphs.



John Bartlett (pictured above) is now on the Web. His *Familiar Quotations*, 9th ed. is available online at: <http://www.cc.columbia.edu/acis/bartleby/bartlett/>

Concordances

Suppose you are trying to find where "the cross blue lightning" occurs in Shakespeare's plays. You try some quotation dictionaries, but the line you are looking for is not included. Now is the time to use a concordance.

A concordance is an alphabetical list of the words used in a certain book or by a particular author that identifies the passages in which the words occur. Some concordances cover the complete works of an author as in a concordance to all Chaucer's writings, while others cover single works, for example, a concordance to Dante's *Inferno* or to the *Bible*. Concordances exist for the works of most important writers in world literature and major translations of the Bible. When using a concordance, it is important to determine what edition of a work the concordance is based on.

Bibliographies

A bibliography is a list of materials on a given subject, by a given author, or with some relationship between them. Any type of work may be listed in a bibliography, including books, periodical articles, Internet sites and other electronic resources, non-print media such as videos,

photographs, slides, or recordings, maps, unpublished manuscripts, diaries and letters, and government documents, to name a few.

Bibliographies are composed of separate entries called **citations**. Each citation represents a separate work, and should provide information needed to locate the cited material. Once you have found a bibliography, you will need to determine if the items included in the bibliography are owned by the library by searching the library catalog. Borrowing services such as ABC Express and Interlibrary Loan may help obtain materials not held in Ramsey Library.

**Annotated
Bibliographies**

Many bibliographies contain short paragraphs describing the scope and purpose of the items listed. Such descriptions are called annotations, and the bibliographies that contain them are called annotated bibliographies.

**Book-Length
Bibliographies**

While most people are familiar with the short bibliographies that appear at the end of research papers, there are also many bibliographies that are book length.

To locate book-length bibliographies, do a Subject search in the library catalog for the name of the person or the subject. Look for the subheading "Bibliography." For example:

Faulkner, William 1897-1962 -- **Bibliography**
Medicine --- **Bibliography**

Directories

Directories provide lists of individuals or organizations along with their telephone numbers and/or addresses. The most well known example of this type of reference work is the telephone directory, what most folks call the "phone book."

Some directories, like the phone book, have a geographical focus. That is, they provide information for specific categories of individuals and/or organizations within an identified geographic region. For example, the Asheville telephone directory provides addresses and phone numbers for most telephone subscribers in Asheville and surrounding communities. Other directories are organized by profession (*O'Dwyer's Directory of Public Relations Firms*), by area of interest (*Women's Movements of the World: An International Directory and Reference Guide*), by type of institution (*ISS Directory of Overseas Schools*), or by specialty (*Children's Writer's and Illustrator's Market*), to name a few.

Some directories, such as the *National Faculty Directory*, give only basic information about how to contact the individual or organization. Others contain a considerable amount of information, such as the *American Library Directory*, which provides names of personnel, number of volumes of books, budgets, and collection emphases. Most directories include the word "directory" in their titles. A major exception to this is the *Encyclopedia of Associations*, a major directory of associations of all types arranged by subject.

Biographical Sources

Biographical dictionaries and **biographical directories** provide important personal and professional facts about people. Many of them are good places to find information on individuals who are not famous enough to have been the subject of an entire book. Biographical dictionaries provide factual information about people's lives, and biographical directories list the names and addresses of people or organizations. A biographical directory may also provide a summary of biographical facts, but not necessarily.

Biographical Dictionaries

Most biographical dictionaries can be divided into two main categories: those that list persons currently **living** and those that list only **deceased** persons.

For example, only living Americans are included in *Who's Who in America* and its four regional counterparts. When someone dies, that person's biographical sketch is removed from the current *Who's Who* volumes and may be placed in a retrospective series, such as *Who Was Who in America* or the *Dictionary of American Biography*.

Retrospective biographical dictionaries give information about deceased individuals. Many of these retrospective dictionaries are called "national biographies" because they give extensive accounts of the lives of the historically prominent deceased citizens of a specific country. The two great English-language national biographies are the *Dictionary of American Biography* for the United States and the *Dictionary of National Biography* for British subjects.



In order to be included in the DAB (*Dictionary of American Biography*) you need to be "Dead And Buried." Similarly, in order to be included in the DNB (*Dictionary of National Biography*) you need to be "Dead 'N' Buried" as well, but on the other side of the pond.

The biographical sources on the previous page are general in nature. However, some biographical sources are directed to specific characteristics: vocation or profession (*American Men and Women of Science*); race or ethnic group (*Who's Who Among Black Americans*); gender (*An Annotated Index of Medieval Women*); interest (*Dictionary of American Book Collectors*); and so on.

Fortunately, it is not necessary to consult each biographical dictionary separately to locate information about people. Certain master indexes exist which direct you to the specific biographical dictionaries in which a person's name appears.

Biography and Genealogy Master Index

With over four million entries, the behemoth among biographical indexes is *Biography and Genealogy Master Index* (BGMI), which Ramsey Library has on CD-ROM. BGMI lists names found in many individual biographical sources and indicates which sources contain information about the persons.

Ramsey Library does not own all the biographical sources indexed in BGMI, so you must consult the library catalog to determine if the library owns the source material and to get the location and call number if we have it.

Biography Index

Another important source of biographical information is the *Biography Index*. Published since 1946, it is an index of biographical information found in periodicals and books. It indexes interviews, obituary notices, and biographical and historical sketches -- any type of biographical information, short or long, popular or scholarly. The subjects may be living or dead and of any nationality.

(All except the most recent volumes of *Biography Index* are included in *Biography and Genealogy Master Index*.)

Obituaries

Obituaries (notices of a person's death) are another source of biographical information. Major newspapers such as *The New York Times* publish long obituary notices for prominent people that give an overall perspective of the subject's life and accomplishments. To find obituaries in the *The New York Times*, consult *The New York Times Index* under the heading "Deaths." Ask a reference librarian to help you locate one of the specialized obituary indexes to *The New York Times*, or, for recent years, search one of the library's online indexes to newspapers.

Bio- Bibliographies

A reference work that combines the features of biographical sources and bibliographies is the bio-bibliography. Typically, such works will provide a lengthy biographical sketch -- usually including a critical

assessment of the person's professional and/or artistic achievements -- along with references to works by and/or about the person.

There are many book-length bio-bibliographies about individuals. For instance, Greenwood Press publishes a series of bio-bibliographies in the performing arts with subjects ranging from Mae West to Orson Welles.

Other book-length bio-bibliographies have collections of short entries about a number of individuals. A good example is the *Dictionary of Literary Biography*, a large bio-bibliographical series that covers subjects by nationality and genre, for example, American journalists, British poets, or Caribbean and Black African novelists.

Indexes to Collections

Have you ever wondered how to locate a specific poem in a collection of poems, or a single essay within a collection of essays? Fortunately, there are indexes to help you identify the contents of collections. These indexes can be found by doing a Subject search on the library catalog for the type of material, then looking for the subheading "indexes." For example:

Poetry -- **Indexes**

Essays -- **Indexes**

These indexes can only help you find out which books contains a particular poem, essay, play, etc., but they cannot tell you if Ramsey Library owns the book. You must use the library catalog to determine that. Some major indexes to collections are listed below.

Essay and General Literature Index. REF PN 6010.5 B1 E87

Use this index to look up essays by author or subject. Its main emphasis is on the humanities and social sciences, especially literature, history, and psychology, but it also indexes some essays in the sciences.

Columbia Granger's Index to Poetry. REF PN 1022 .H39

Use this index to look up individual poems by author, title, subject, or by the first line of the poem to find out where they have been reprinted in book collections.

Last Lines: An Index to the last Lines of Poetry. REF PN 1022 .K55 1991

With this index you can identify a poem when all you know is its last line. It also includes author, title, and keyword indexes.

Play Index. REF PN 1600.5 B1 P53

Leads you to plays published in play collections as well as to plays published individually.

Popular Song Index. REF ML 128 .S3 H4

Lists first lines to songs and first lines to choruses of popular and folk music published in various song collections.

Song Index and Song Index Supplement. REF ML 128 .S3 S3.1

Published in 1926 and 1933, this resource indexes songs by title, composer, author, and first line.

Short Story Index. REF PN 3311 .B1 S56

This index to English-language short stories allows you to look up short stories appearing in books or periodicals by author, title, or subject.

Chapter 5 Exercises

1. A Spanish/English dictionary is an example of a monolingual dictionary.
True / False
2. Obituaries are good sources of chemical information. True / False
3. Look up **meat bird** in the "M" volume of *Encyclopedia Americana* (Ref AE 5 .E333).
 - a. Do you find an article on meat birds? Yes / No
 - b. Look up **meat bird** in the **index volume** of *Encyclopedia Americana*. What does it say?
 - c. Look at the article about the Canada jay. Who wrote the article?

4. Look up "**knight (medieval warrior)**" in the index volume of the *Encyclopedia Americana* (Ref AE 5 .E333). Find the major article in the encyclopedia set. (Reference to the volume and page of the major article is in bold print. The reference is shown as *volume : page.*)
 - a. Does this article include a bibliography? Yes / No
 - b. What kind of encyclopedia is *Encyclopedia Americana*? General / Subject

Now, look up "**knight and knight service**" in the *Dictionary of the Middle Ages* (Ref D 114. D5).

 - c. Does this article provide more information than the article in *Encyclopedia Americana*?
Yes / No
 - d. Does this article include a bibliography? Yes / No
 - e. What kind of encyclopedia is *Dictionary of the Middle Ages*?
General / Subject

5.

.. The remarkable increase in the average length of life during the past 2,000 years--from 20-25 years to 70 years under favorable conditions--has increased the likelihood that a person may live to the maximum limit of his span of life.

(P.W.F.)

- a. Shown above is the final portion of an article from *The New Encyclopaedia Britannica*. What do the initials "P.W.F." represent?

- b. Find the *Britannica Propedia: Guide to the Britannica* (Ref AE 5 E363). Look in the list of initials of contributors. What is P.W.F.'s full name?

6. Access **Britannica Online** from the Ramsey Library home page (<http://bullpup.lib.unca.edu/library/>) or directly from the *Britannica Online* Web site (<http://www.eb.com>). If searching from the library's homepage, first click on Electronic Resources by title, then scan the list until you see Britannica Online.

Search for **endangered species**.

- a. How many items do you retrieve? _____
- b. Now click on "restrict your search." How many items do you retrieve? _____

Click on the link endangered species, scan the page and answer the following questions.

- c. Which U.S. governmental agency is responsible for conservation and management of endangered species?

- d. Is information provided on how to cite this page? Yes / No

Notice how Britannica Online provides a list of **Related Internet Links**. Clicking on these will link you to other sites on the World Wide Web that have been reviewed by the folks at Britannica. Try it.

7. Using the library catalog, enter the subject **Astrophysics**. Look at the subject subheadings. List three subheadings that indicate reference books.

8. Look up the word "**profession**" in *Webster's New World Dictionary* (Ref Desk PE 1628 .W5633 or Ref PE 1628 .W5633). Now look up the same word in *Webster's Third New International Dictionary* (Ref PE 1625 .W36).

- a. What differences do you see between the entry in the *New World Dictionary* and the entry in the *Third New International Dictionary*? _____

- b. Which of these two dictionaries is an **abridged** dictionary?

- c. Which one is an **unabridged** dictionary?

9. Look at the reference books whose call numbers begin **Ref R**. You should be seeing a variety of medical reference books. Find a medical dictionary and look up the word "**myorrhexis**."

- a. What is its definition? _____

- b. What kind of a dictionary have you used? _____ Language / Subject

10. Use the *World Almanac & Book of Facts* (Ref AY 67 .N5 W7) or the *Information Please Almanac* (Ref AY 64 .I55) to answer the following questions. NOTE: The index is in the front of the book.

- a. What is the formula for determining the circumference of a circle?

- b. Where is U.S. President Polk buried?

11. Using the *Statistical Abstract of the United States* (Ref HA 202 or Ref Desk HA 202), find the number of marriages and divorces for 1993. NOTE: The numbers given in the index are NOT page numbers. The index in this book lists topics by table number rather than page number.

marriages _____

divorces _____

12. Locate the *Timetables of History* (Ref D 11 .G78). What important event in the area of daily life took place in the year **845**?

13. a. Using the *Cambridge World Gazetteer* (Ref G 103.5 .C44) or the *Columbia Lippincott Gazetteer of the World* (Ref G103 .L7), indicate what country Lake **Windermere** is in.

- b. What is another name for a gazetteer?

- c. Find any world atlas on the Atlas Table (near the general encyclopedias on the main floor). How does an atlas differ from a gazetteer? _____

14. Locate and examine any **ONE** of the book-length bibliographies in the following list (Group 1)

Group 1:

The Black Family in the United States (Ref E 185.86 .B1 D382 1986)

The Sociology of Work (Ref HD 6955 .B1 G46 1990)

Criminal Justice Ethics (Ref HV 9950 .B1 S36 1991)

Aging Well (REF HQ 1061 .B1 A35 1995)

Dinosaurs: A Guide to Research (Ref QE 862 .D5 B14 1992)

- a. The bibliography you selected contains entries to separate works on the subject of the bibliography. What are these entries called? _____

- b. What are the short paragraphs that describe the entries called? _____
- c. What type of bibliography did you examine? _____

Locate and examine any **ONE** of the book-length bibliographies in the following list (Group 2)

Group 2:

American Presidents: A Bibliography (Ref E 176.1 B1 M36 1987)

Bibliography on Chaos (REF Q 172.5 .C45 Z43 1991)

Articles on American Literature, 1968-1975 (Ref Z 1225 A77)

The Urban South (Ref HT 123.5 .S6 1989)

- d. Are the bibliographies in Group 2 annotated bibliographies? Yes / No
15. Using the library catalog, locate some book-length bibliographies of science fiction. What is the complete title of one published in 1981?
- _____
16. What is the difference between a **biography** and a **bibliography**? _____
- _____
- _____
17. You need to find some biographical information about Coretta Scott King, but you don't want to look through every biographical dictionary in the library trying to find her. What reference work can you use to determine which biographical sources will include Ms. King?
- _____
18. Indicate the kind of reference book you would use to find the following:
(Example: map of Australia atlas)
- a. population of the United States _____
- b. source of the quotation "Stay me with flagons, comfort me with apples: for I am sick of love." _____

- c. winner of the World Series in 1969 _____
- d. basic background information on the civil rights movement in the United States

- e. every line in the poetry of John Milton containing the word "planet" _____
- f. synonyms for the word "jump" _____
- g. introduction to Italian Baroque painting _____
- h. name, address, and phone number of the president of General Motors _____

19. You are looking for a copy of Maya Angelou's poem "Still I Rise." Several people have told you to look in a collection of poems or a literature anthology. Unfortunately, they do not remember the titles of the books in which the poem appears. Follow the steps below to locate the poem.

Consult the 1994 or 1996 *Columbia Granger's Index to Poetry* (Ref PN 1022 .H39). Look alphabetically for "Still I Rise" in the "Title, First Line, and Last Line Index" portion of the book.

The abbreviations that follow the title of the poem indicate the titles of books in which the poem can be found. Look in the front part of the *Granger's Index* to determine the full title of the book that contains the poem.

- a. List one book that contains the poem "Still I Rise?"

- b. How can you find out if Ramsey Library owns the book?

- c. What is the call number for any one book that contains the poem?

Answers
Chapter 5

1. False (A Spanish/English dictionary would be a **bilingual** dictionary.)
2. False (Obituaries are good sources of **biographical** information.)
3. a. No
b. see Canada jay
c. Sally H. Spofford
4. a. No
b. General
c. Yes
d. Yes
e. Subject
5. a. These are the initials of the author of the article. You would need to look in the "List of Contributors" to find the full name. In *Britannica* the list of contributors is in a separate volume. In other encyclopedia it may be located in either the first or the last volume of the encyclopedia.

b. P.W.F. = Peter W. Frank
6. a. Between 7,000 and 8,000 items. The number will vary as items are added or dropped from the database. The number retrieved is large because the *Britannica* search engine finds all items that contain either "endangered" **OR** "species."

b. Between 200 and 300 items. The number will vary as items are added or dropped from the database. By restricting your search, *Britannica* searched for only items that contained both words "endangered" **AND** "species."

c. U. S. Fish and Wildlife Service, Department of the Interior
- d. Yes.
7. Any of the following: abstracts, bibliography, dictionaries, encyclopedias, handbooks, manuals, or yearbooks
8. a. The entry in *Webster's Third New International Dictionary* is longer, provides more detailed information on the history of the word, and includes examples of sentences in which the word is used.

b. *Webster's New World Dictionary*

c. *Webster's Third New International Dictionary*
9. a. tearing or rupturing of a muscle
b. Subject
10. a. multiply the diameter by 3.14159265 (or 3.1416)
b. Nashville, Tennessee
11. Marriages 2,334,000
Divorces 1,817,000
(Note: the numbers 2,334 (marriages) and 1,817 (divorces) are in thousands and must be multiplied by 1,000.)
12. Paper money in China leads to inflation and bankruptcy.
13. a. England
b. a geographical dictionary
c. **Atlases** are collections of maps which may or may not have accompanying narrative. **Gazetteers** provide narrative descriptions of geographical places.
14. a. citations; b. annotations;
c. an annotated bibliography;
d. No

15. *Anatomy of Wonder: A Critical Guide to Science Fiction or Science Fiction Story Index*

The Norton Anthology of African American Literature (NAAAL).
Call number: PS 508 .N3 N67
1997

16. **Biographies** contain information, personal and/or professional, about people's lives. **Bibliographies** are lists of materials on a given subject, by a given author, or with some relationship between them.

17. *Biography and Genealogy Master Index*

18. a. an almanac or statistical yearbook

b. a dictionary of quotations

c. an almanac or a sports encyclopedia

d. an encyclopedia

e. a concordance to the works of John Milton

f. a thesaurus

g. an art encyclopedia (a subject encyclopedia)

h. a directory of businesses or of business executives

19. a. **BISi** = *Black Sister: Poetry by Black American Women*
(listed in the 1994 index)

or

NAAAL = *The Norton Anthology of African American Literature*
(listed in both the 1994 and 1996 indexes)

b. Search the library catalog to see if Ramsey Library owns the book(s).

c. *Black Sister: Poetry by Black American Women* (BISi). Call number: PS 509 .N4 B53 1992

Chapter 6

Using the Internet & World Wide Web for Research



More and more, students and researchers are using the Internet and World Wide Web to find information. Unlike reference books, many periodical indexes, and other traditional library materials, this resource can be accessed from virtually any computer on campus or off.

What is the Internet?

The Internet is hard to define. It is amorphous, vast, and ever-changing. Simply put, it is a global interlinked web of computers and networks that allows for the sharing of information. This shared information may be in the form of data files, e-mail transmissions, full-text documents, images, or even sound and video.

Given all the recent interest in the Internet, it might be surprising to learn that it has been around for a while. The Internet was originally conceived by the U.S. Defense Department in the late 1960s as something called ARPANET, a decentralized computer network that could re-route data in the event that part of the network was destroyed due to nuclear war. The key was that it would be decentralized, that no single computer, group of computers, or entity would control its infrastructure or content.

The great innovation that made it possible to connect computers and networks this way is called TCP/IP (Transfer Control Protocol/Internet Protocol), a "packet switching protocol" that, basically, enables the

transmission of computer files in small pieces, or packets, from one point to another, where it puts them together again in their original order. The pieces are routed from one computer connected to the Internet to others, until they reach their final destination.

Before 1990, only a handful of scientists and researchers used the 'net. Today, tens of millions of people use the Internet to communicate with friends and colleagues, download files, participate in discussion groups, and surf or search the World Wide Web. It is important to note that no one owns or controls the Internet like a long distance phone company or public utility. It's a very democratic electronic arena in which all its contributors are in a way responsible.

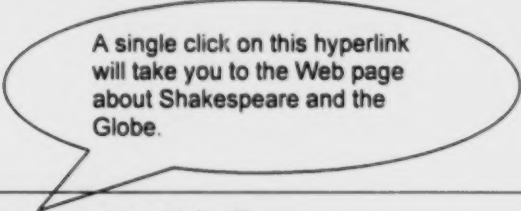
So what is the World Wide Web?

The World Wide Web (or "Web" for short) is only a part of what we collectively call the Internet, but it has become the most popular method for finding Internet-based information. This part of the Internet did not really take off until 1993, when Marc Andreessen and his colleagues at the National Center for Supercomputing Applications (NCSA) created the first usable Web browser, called Mosaic. Suddenly, the Internet became accessible to the average user.

The Web allows users to submit and retrieve information in a graphical environment, called a graphical user interface or "GUI" (pronounced "goeey"). In this graphical environment, users are not required to know a lot of specific operating commands, which was at one time the case with the Internet. By using a graphical Web browser -- Netscape Navigator and Microsoft Explorer being the most widely used browsers today -- users can point, click, and navigate through different home pages and Web sites loaded on host computers and networks running anywhere in the world. Documents on the Web are specially formatted in a standard language called HTML (HyperText Markup Language) that makes all this possible.

Surfing vs. Searching

Web links or "hyperlinks" embedded in the contents of pages allow the user to connect to other pages. These are usually underlined and identified by a different color.



A single click on this hyperlink will take you to the Web page about Shakespeare and the Globe.

Shakespeare and the Globe Theatre



Updated information about the reconstruction of the Globe district of London. Includes news about the inaugural sea theatre, papers on the debate regarding excavation of the history of the reconstruction (with extensive photographs

"Surfing" has become the generic term for making a succession of links on the Web when looking for information. The ease with which you can bounce from one page to another makes it possible to explore in new and unexpected directions, and to get very lost. The nature of the Web makes it very easy to surf, but also makes it easy to drown in a sea of irrelevant links when you need to search for and find specific information. Later in this chapter, we will discuss specific search methods and techniques that will aid you in conducting research on the Web. Effective Web searches require many of the same search skills required when using the Library Catalog and other library databases.

The Nature of the Web

It is not always easy to find specific information on a topic because the Web lacks a lot of formal organization. Tons of information is dumped into cyberspace every day without anyone responsible for indexing and ordering all of it into a usable fashion. Imagine a library with a million titles that does not use call numbers to arrange its materials, but groups books together loosely by subject on shelves in different areas of the building. This would make it sort of difficult to find the exact location of the material you need. Such is the situation that faces many users of the Internet.

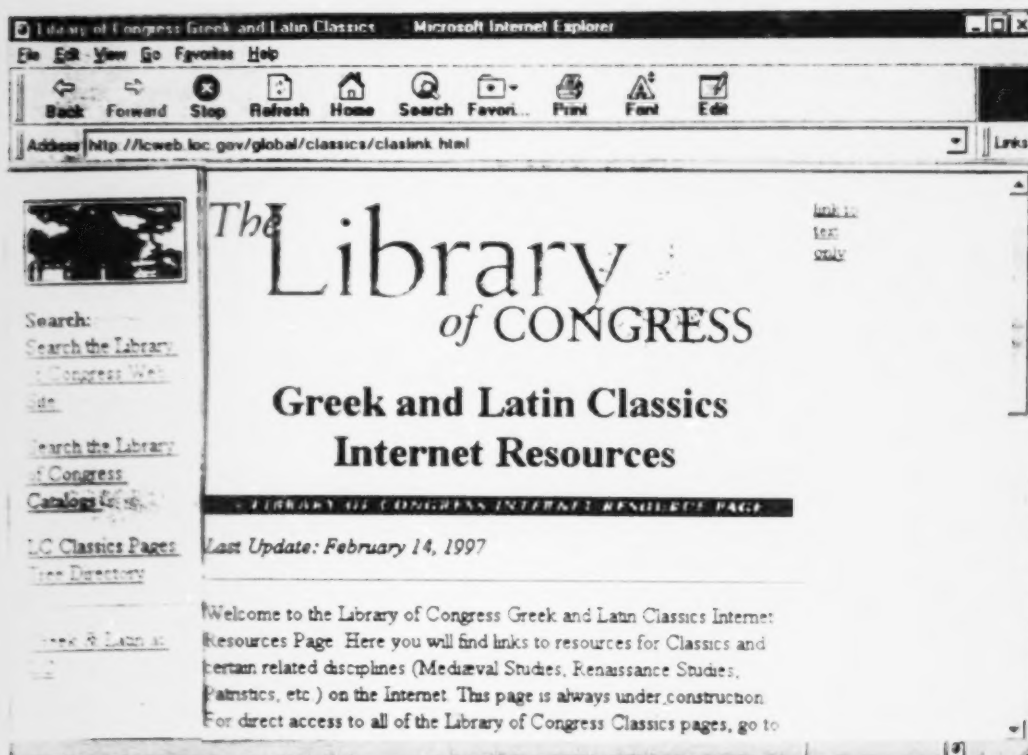
Once more, there is little or no quality control on the Internet. Practically anyone can upload a home page or Web site. The Web can allow its authors and contributors a level of anonymity, and with it, a level of irresponsibility found in few other print or broadcast media. It is quite easy to access Web pages in which nameless persons with unknown qualifications speak with authority about complex topics of which they may have no real knowledge or expertise.

Think Critically!

It is important to think critically when surfing the Internet for information. You should question everything you encounter. Of course, this applies to printed books, magazines, and journals as well. But on the Web, where there are usually no editors or fact checkers to help filter out the bad or incorrect information, it is doubly important to be on guard.

Just as with a printed book or article, a Web page should clearly indicate the author or organization responsible for the information. It should have a clear title, and if the work is part of a larger Web site, that site should be identified and a link should be provided to it also. These key elements are essential not only for evaluating a Web page's authenticity and usefulness, but also for citing it in any research paper you may be working on. The current proposed standards for citing Web resources in APA, MLA, and Turabian styles require at least an author and a complete title, as well as the date of access and the Web address.

Take a look at this sample Web page from the Library of Congress site:



Notice its address in the horizontal box towards the top of the screen:

"http://lcweb.loc.gov/global/classics/claslink.html"

The corporate author is clearly indicated. In this case, the Library of Congress is the organization responsible for the information contained in this page. The title is clearly indicated as well, "Greek and Latin Classics Internet Resources," as is the date it was last updated, February 14, 1997. If you were to scroll down this page with your Web browser, you would find a link back to the Library of Congress Web Site as well as an e-mail address to which you could send comments regarding the content of this page.

Know your source

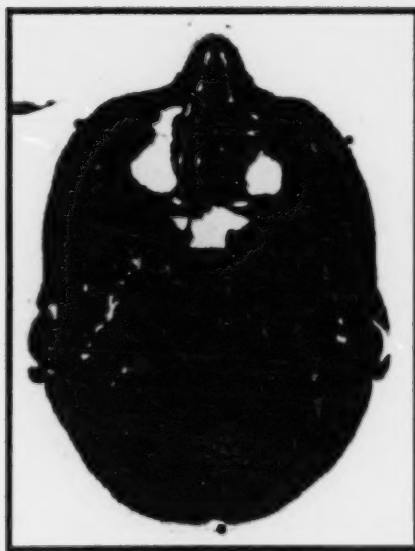
Internet resources are often categorized by the type of institution or group from which they originate. A Web site's affiliation is often designated in its Web address, technically referred to as its uniform resource locator or URL. In this country, this address usually contains a three letter suffix (for example, .edu for educational institution, .gov for governmental body, .org for non-profit organization, and .com for commercial or for-profit group), which can key you in to the type of institution or group responsible for the information. The above Web page comes from a governmental agency, the Library of Congress, and so it contains the three letters "gov" in its address.

Not all Web pages are created equal. Always be mindful of a Web page's intent or purpose. Many Web sites may be trying to sell you a product or service, or even an idea or position. The Internet has become increasingly commercialized over the last several years. What may appear to be a good and reliable information resource may just be an online advertisement.

The Good Stuff Out There

While we should be cautious when surfing the Web for information, it should also be pointed out that there is a lot of really good stuff out there. For example, you can:

- Take a virtual tour of the Louvre Museum in Paris (<http://mistral.culture.fr/louvre/>)
- Access full-text house and senate bills and other U.S. Congressional information at THOMAS (<http://thomas.loc.gov>)
- View scanned-in images of papyrus from ancient Egypt at Duke University's Special Collections (<http://scriptorium.lib.duke.edu/>)
- See cryosections of a human brain from the Visible Human Project (http://www.nlm.nih.gov/research/visible/visible_human.html)
- Download the full text of Dante's *Divine Comedy* in either English or Italian at Project Gutenberg (<http://promo.net/pg/>)
- Read the latest cancer treatment news from the University of Pennsylvania Cancer Center (<http://oncolink.upenn.edu/>)



The Web is loaded with cool and curious things. Check out this Computed Tomography (CT) scan of a frozen male head from the Visible Human Project site (http://www.nlm.nih.gov/research/visible/visible_human.html). This site also contains several animated sequences not intended for the faint of heart, including a telescopic journey through a human colon.



The above example is from the Louvre museum site (<http://mistral.culture.fr/louvre/>), which features many scanned-in images from the museum's world-renowned collections. Visitors to this site have a choice of reading its pages in French, English, Spanish, or Japanese.

Colleges and universities, federal, state, and local governments, libraries, museums, and research centers contribute much to the information capital of the Internet, but so do many for-profit companies and businesses, including the print and broadcast media, online merchants, and others who have a product or service to sell. They, too, provide us with valuable online information on a daily basis. For example, you can:

- find up-to-the-minute national and international news at the CNN Interactive site (<http://cnn.com>)
- scan today's *Charlotte Observer* online (<http://www.charlotte.com>)
- search the Yellow Pages of metropolitan areas in North America at BellSouth (<http://www.yip.bellsouth.com/>)
- read online interviews with best-selling authors at Amazon.com (<http://amazon.com>)
- get the latest stock quotes at WIRED News (<http://www.wired.com/news/>)
- use a free online dictionary available from Merriam-Webster (<http://www.m-w.com>)

A Few Words About Intellectual Property

Although no one person, entity, or group owns or controls the Internet, the same cannot be said for specific information resources available via the Internet. Copyright laws that protect intellectual property in the print publishing world likewise protect intellectual property in the virtual publishing world. Most text and images that you find on the Web are copyrighted. You will need to secure permission from the copyright holder if you plan to use copyrighted material in a presentation or Web page of your own. To avoid plagiarism (the use of someone's words or ideas as your own) when writing a research paper, cite all sources that you use from the Internet, just as you would with a printed book or an article in a periodical.

In Case You Haven't Noticed . . .

This chapter focuses primarily on the World Wide Web, since it has become the most popular and fastest-growing area of the Internet for conducting research. Popular Internet communication features such as USENET News and Discussion Lists and technical aspects of the Internet such as FTP (File Transfer Protocol) do not really fall into the scope of this book. The UNCA Computer Center offers workshops on using these Internet functions and you can always pick a librarian's brain if you have questions about them.

Searching the Web

Many Web searchers waste a lot of time clicking around for information, following time-consuming tangents, and linking off to irrelevant sites, hoping to hit upon something useful. There is a lot of temptation to do this. The Web is filled with all sorts of cool and curious diversions. Learning how to search the Web effectively will help you zero in on the particular information you are looking for and save you a lot of time in the long run.

Directories & Search Engines

Think of the Web as a huge library, and directories and search engines are the search tools that allow you to tap into the wealth of information contained within it. Unlike a library, where there is usually only one main catalog to lead you to its materials, the Web contains numerous search tools to help you access its contents.

Search tools on the Web can generally be categorized as belonging to one of three types:

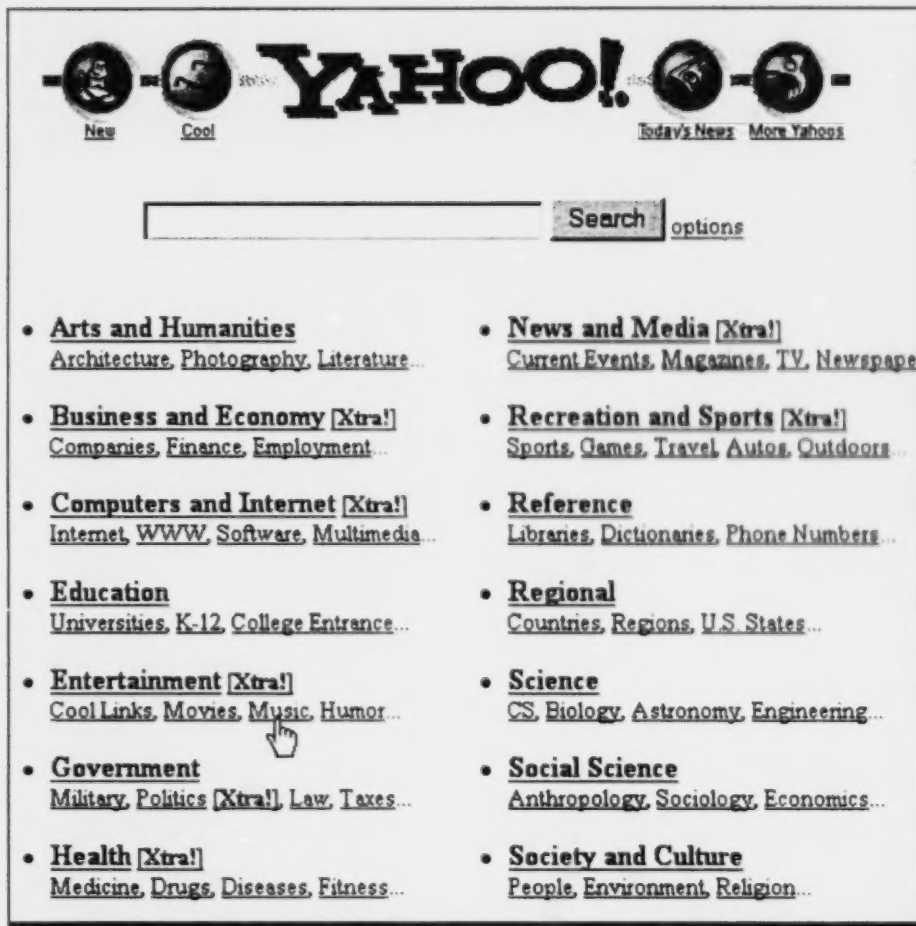
- **directory**
- **search engine**
- **meta-search engine**

Some examples of these include **YAHOO!** (<http://www.yahoo.com>), **Infoseek** (<http://www.infoseek.com>), **AltaVista** (<http://www.altavista.digital.com>), and **LYCOS** (<http://www.lycos.com>).

Some search tools offer both directory organization and search engine features. **YAHOO!**, **Infoseek**, and **LYCOS** are examples of hybrid services, but tend to be stronger in one area than the other. **YAHOO!** is a fine example of a Web directory, but you can search it by keyword as well. **LYCOS** and **Infoseek** might be considered search engines that have helpful directory features. Even the search engine **AltaVista** has recently added a "browse by subject" option.

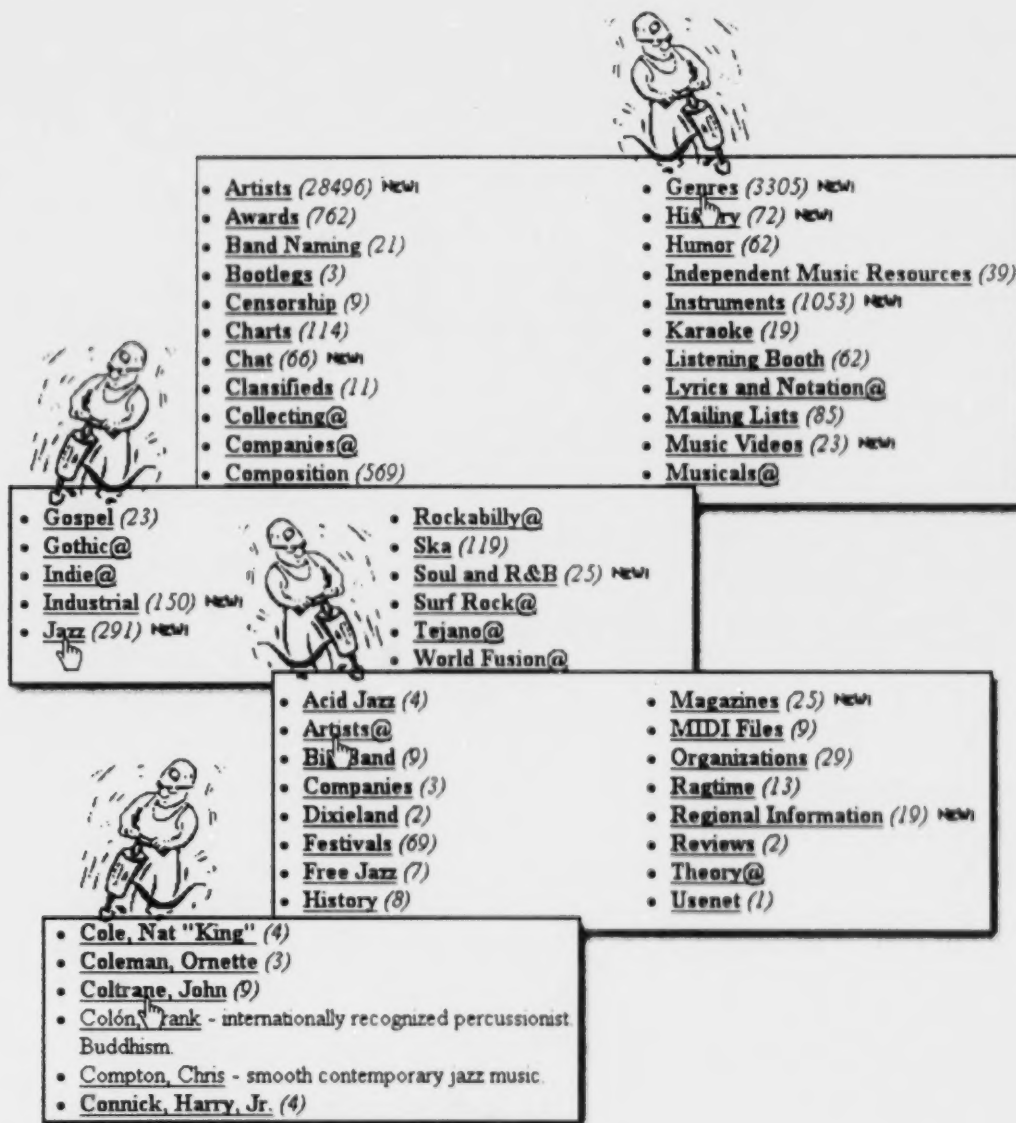
Directories organize Web pages by category, usually in a hierarchy, from broad subjects to narrow sub-categories. They allow you to start at the top of the hierarchy and "drill down" through narrower and narrower subjects until reaching a specific topic of interest.

YAHOO! is a great example of a Web directory. Take a look at this sample screen from **YAHOO!** (<http://www.yahoo.com>). In the following examples, we are looking for information on the jazz artist, John Coltrane.



On the previous page, we selected the very broad topic Entertainment, and clicked on Music. (Notice the little cursor finger.)

Next, we start to "drill down" the YAHOO! directory, starting with Genres of Music, selecting Jazz, and then Artists, until we finally find our specific subject, Coltrane, John.



By clicking on Coltrane, John above, you will retrieve a list of nine (9) Web pages related to our jazz man.

You can also search YAHOO! at any directory level by typing your search term(s) in the Search box at the top of your screen. Here, we have drilled down to our genre, **Jazz**, and then searched just the **Jazz** directory for "coltrane."

Top:Entertainment:Music:Artists:By Genre:Jazz

coltrane

Search

Options

☐ Search all of Yahoo ☒ Search only in Jazz

Matches (1 - 10 of 10)

Entertainment: Music: Artists: By Genre: Jazz: Coltrane, John

- Influence: John Coltrane - hypertext biography of the artist.
- Tribute to John Coltrane - MIDI background and 3 full songs in RealAudio
- Jazz Station: John Coltrane - includes a biography, discography, pictures, s
- Coltrane Project, The
- Keith's John Coltrane Page
- A Love Supreme - includes John Coltrane chronology, discography, and m
- My Favorite Things - audio samples, biography, discography, image gallery
<http://www.sanderso.org/coltrane.html>

**Directory
Considerations**

Computers do not have the intellectual ability or judgment of human beings necessary to create a skillful organization of Web sites. People review Web sites submitted for inclusion in YAHOO! and decide where they belong in the hierarchy of subjects. A computer cannot classify sites by concept; it sees only the words included in a Web page or in the "meta tags" which Web page authors have included in their pages for indexing purposes.

Use a directory when the information you want falls into a recognizable category of information, such as cities, types of business, a sport, libraries on the Web, etc. Of course, some directories can be searched by keyword, but their best use is for answering general questions such as, "What is the weather like in New Orleans?" or "What should I feed my overweight dog?"

Search engines allow you to enter words or phrases, click a button, and retrieve lists of sites that contain your search terms, rather than browse through a list of subjects. Use a search engine when your search can be well described by several keywords or specific phrases. Search engines differ in what they index and how they index. Some index every word contained in millions of Web pages; others only portions of selected pages.

Examples of search engines include **Infoseek**, **AltaVista**, and **LYCOS**. Each search engine offers slightly different ways to narrow or expand a search. Always read the documentation when you visit a new search engine. Valuable search information may be found in the Help files, FAQs ("Frequently Asked Questions" lists), Search Tips, or similarly titled pages.

Here's an example from the "Tips" screen in **Infoseek**:



How to Search

A search for...	Returns pages containing...
ruby slippers	<i>ruby</i> and/or <i>slippers</i> , preferring pages with the phrase <i>ruby slippers</i>
"ruby slippers"	the word <i>ruby</i> next to the word <i>slippers</i>
+ruby slippers	<i>ruby</i> , maybe <i>slippers</i>
+ruby +slippers	both <i>ruby</i> and <i>slippers</i> in the document, although not necessarily next to one another
+Dorothy -Hamill	the name <i>Dorothy</i> ; pages containing <i>Hamill</i> are ranked lower
Dorothy Gale	the name <i>Dorothy Gale</i> (Remember to capitalize proper nouns)
Dorothy, Toto	the name <i>Dorothy</i> and the name <i>Toto</i>

Keep in mind...

If you are using a plus (+) or minus (-) search operator, there is a space *before* the operator, but no space *between* the operator and the search term.

Example: +Dorothy +Kansas

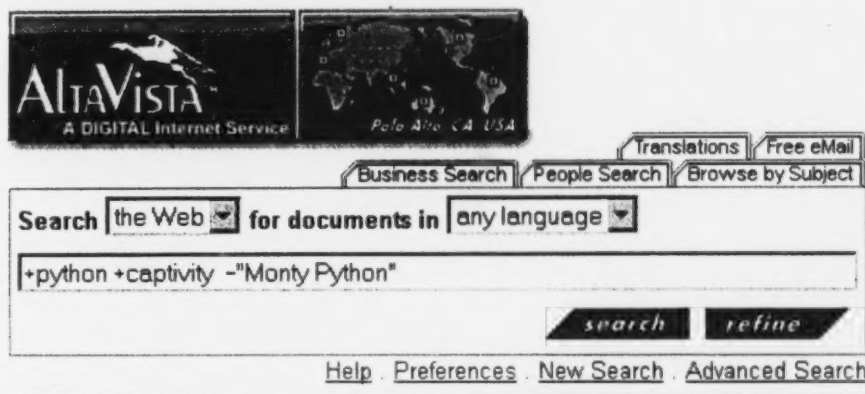
Put a plus sign (+) before the *first* term as well.

Example: +ruby +slippers

Requiring & Prohibiting Terms

Many search engines allow you to **require** or **prohibit** terms with the **plus sign (+)** and the **minus sign (-)**. A plus sign before a term indicates that that word is important and must appear; a minus sign before a term indicates that that word is not important and that you want to exclude it from your search.

For example, if you needed information on the care of python snakes in captivity, but did not want to retrieve anything about the comedy troupe Monty Python, you might give the following search a try in AltaVista:



ALTA VISTA
A DIGITAL Internet Service

Palo Alto, CA USA

Translations Free eMail

Business Search People Search Browse by Subject

Search for documents in

[Help](#) [Preferences](#) [New Search](#) [Advanced Search](#)

The separate plus signs before "python" and "captivity" require those terms, while the phrase "Monty Python" is excluded with the minus sign. The results of this search look pretty good:

1. Ball Python eating habits...

Ball Python eating habits... [Follow Ups] [Post Followup] [The Python Forum]
on December 04, 1997 at 11:09:31: I have

☐ <http://www.kingsnake.com/forum/python/messages/223.html> - size 4K - 6-D

2. Calculating Drug Dosages for Reptiles by Marcia Rybak & Stephen L. Barten

Animal Articles From Marcia Rybak. Ask The Vet Drug Dosages by Marcia Rybak and Stephen L. Barten, D.V.M. Vernon Hills

☐ <http://www.leaphizard.com/articles/dosage.html> - size 9K - 28-Aug-97 - Eng

3. LIHS's Own Care Sheets

Care Sheets. All information contained on this page is the property of the Long Island Herpetological Society. Please feel free to redistribute, copy.

☐ http://www.lihs.net/~rwobject/lihs_our_care.html - size 63K - 4-Jun-96 - Eng

Searching "Bound Phrases"

Many search engines allow you to search **bound phrases**, that is, words that must appear next to each other in a particular order. You may search a bound phrase by enclosing it in quotation marks (" ") in both **InfoSeek** and **AltaVista**. For example, you can search for specific phrases like "military intelligence" or "chaos theory," titles such as "Heart is a Lonely Hunter" or "Whole Lotta Shakin' Going On," and proper names like "Monty Python" or "Zora Neale Hurston." Phrase searching is one of the easiest ways to avoid a huge number of irrelevant "hits" because search engines typically assume **OR** between search words rather than **AND**, unless you tell them otherwise.

The same **Boolean searching** and **truncation** features used in the library catalog and other library databases are recognized in some Web search engines. Of these, most recognize the operators **AND**, **OR**, and **NOT**, and the asterisk (*) for truncating words. Some even allow **NEAR** for proximity searching.

Here's a sample search using **AltaVista's Advanced Search Mode**. Notice how this search looks very similar to a Keyword search that might be performed in the library catalog:

The screenshot shows the AltaVista search engine interface. At the top left is the AltaVista logo with the tagline 'A DIGITAL Internet Service'. To its right is a small world map with the text 'Palo Alto CA USA'. Below these are navigation tabs: 'Business Search', 'People Search', 'Browse by Subject', 'Translations', and 'Free eMail'. The main search area has a label 'Search' followed by a dropdown menu set to 'the Web' and another dropdown set to 'any language'. The search query is entered in a text box: '("Captain Kangaroo" OR "Mister Rogers") AND children* AND television'. Below the query box are fields for 'Ranking:', 'From: 21/Mar/86', and 'To:'. A checkbox labeled 'Give me only a precise count of matches.' is present. At the bottom of the search area are two buttons: 'search' and 'refine'. Below the search area are links for 'Help', 'Preferences', 'New Search', and 'Simple Search'. At the very bottom, it says 'Search Related Discussion Groups.' and 'About 405 documents match your query.'

In the above search, you are looking for information on children* **AND** television with a focus on either Captain Kangaroo **OR** Mister Rogers. The term "children" is truncated with the asterisk (*) in order to pull up either the term "children" or its possessive form, "children's."

Refer back to **Chapter 3** for more details on **Boolean searching** and **truncation**.

A few words about LYCOS' TOP 5%

LYCOS is another widely-used search engine that has some nice features, including the **TOP 5%**. This is LYCOS'

selective directory of "top-shelf sites" rated by their own panel of "experienced Web reviewers." Limiting your Web search to LYCOS' TOP 5% is a good way to find some of the better information that the Web has to offer.



Best of the Web

**Your best defense
against inferior websites**

We said earlier that search tools on the Web fall into three general categories: **directory**, **search engine**, and **meta-search engine**. We've discussed the differences between a directory and a search engine, but what is a **meta-search engine**?

Meta-Search Engines allow you enter a single search and send it to several search engines all in one fell swoop. **DOGPILE** (<http://www.dogpile.com/>) is a good example of a meta-search engine. It searches over 20 search engines and directories (three-at a-time), including all of those mentioned in this chapter.

So Which One Should I Use?

No one can decide which search engine or directory is the best; each has its good and bad points, and each has its own peculiarities and preferred searching methods. Keep in mind that the Web sites and content searched by one tool may partially overlap that of another, but that no two search engines or directories cover exactly the same territory. You may need to use more than one search tool to find what you are looking for.

Faking it

Sometimes you can guess a Web site address quite easily, and don't have to bother with searching at all. If you are looking for a company, try using the company name as the Web address. For example:
<http://www.ibm.com/>

If you are looking for a university, try using an acronym of its name, such as: <http://www.unc.edu/> or <http://www.ucla.edu/>

If it's an organization you want, the same technique often works:
<http://www.apa.org/> or <http://www.npr.org/>

Personal Web pages can sometimes be found by using the institution address and adding a tilde (~) plus the person's name as a directory:
<http://www.unca.edu/~sinclair/>

Finally, many government agencies are easy to guess:
<http://www.nasa.gov/>

Library Resources on the Web

In this chapter, we have talked about Web resources that are available free to anyone with an Internet connection. But there are also proprietary databases on the Web: specific resources that can only be accessed by a computer with a UNCA or Ramsey Library Internet address. Just as the library acquires reference books, periodicals, and media that must be used in the physical building, likewise, it acquires online resources whose use must be limited to a certain point of access. These include full-text periodical indexes such as those available through *InfoTrac SearchBank* and *UMI ProQuest Direct*, online journals like those provided through *Project MUSE*, and encyclopedias such as *Britannica Online* available only to the UNCA community.

In some instances, UNCA students, faculty, and staff may be able to connect to these databases from off campus by identifying themselves by way of their ID number or a password, depending on the database or service. All of this security is necessary because these particular online resources and services are not free. The library must pay licensing fees to the providers of these databases for their use. UNCA affiliation has its privileges.

Chapter 6 Exercises

1. Who owns and controls the Internet? _____
2. What makes the World Wide Web so accessible to the average user? _____

3. Documents on the Web are formatted in what standard language? _____
4. Editors on the Web filter out all of the erroneous or incorrect information, assuring excellent quality of all Web resources. T or F
5. Match the following Web addresses with their affiliation type:
_____ http://www.megamix.com/radical_dudes/register/~login/
_____ <http://www.utreas.irs.gov>
_____ <http://www.ucla.edu/biology/amphibs/weblinks.html>
_____ <http://www.goodwill.org>
 - a. Governmental body
 - b. Non-profit organization
 - c. Commercial or for-profit company
 - d. Educational institution
6. It is permissible to borrow and use materials from the Web because they are rarely ever copyrighted. T or F
7. Search tools on the Web can generally be categorized as belonging to one of three types.
Name them.

8. What is the difference between a directory and a search engine? _____

9. You want to find some Web sites on the boxer **Sugar Ray Leonard**. Which of the following would be the best possible Web search?

- a) "Leonard, Sugar Ray"
- b) (sugar ray leonard)
- c) "Sugar Ray Leonard"
- d) "sugar and ray and leonard"
- e) (Sugar or Ray) and Leonard

10. You want to find some Web sites that must contain the words **artificial** and **intelligence**, yet you want to exclude anything containing the phrase **military intelligence**. Which of the following would be the best possible Web search?

- a) (artificial or intelligence) not military
- b) (artificial)(intelligence) -(military)
- c) +artificial -military intelligence
- d) +artificial +intelligence -"military intelligence"
- e) -artificial -intelligence +"military intelligence"

11. Unless you indicate otherwise, most search engines assume **OR** between search terms rather than **AND**. T or F

12. A meta-search engine allows you to:

- a) search the meta-tags assigned to different Web pages by their authors.
- b) enter a single search and send it to several search engines all at one time.
- c) search numerous search terms simultaneously in a single search engine all at one time.
- d) assign meta-tags to sites you have visited so that you can easily return to them at a later date.
- e) limit your search to only the best Web sites.

Answers Chapter 6

- | | |
|--|----------|
| 1. No one person or entity. In a way, we all do. | 9. c |
| 2. The Web employs a graphical Web browser that allows its users to point and click rather than know a lot of specific operating commands. | 10. d |
| 3. HTML (HyperText Markup Language) | 11. True |
| 4. False! | 12. b |
| 5. c, a, d, b | |
| 6. False! | |
| 7. directory, search engine, & meta-search engine | |
| 8. Directories organize Web pages by category, usually in a hierarchy that allows you to "drill down" through narrower and narrower subjects until you find your specific subject. Search engines , on the other hand, allow you to enter words or phrases, press a button, and retrieve lists of sites that contain your search terms, rather than browse through a list of subjects. | |

Chapter 7

Government Information



Government information is sometimes overlooked by students, but United States and North Carolina publications provide a wealth of statistical data, research reports, environmental studies, health and wellness information, Congressional documents, consumer information, Supreme Court decisions, and much more. The first thing that may come to mind when you think of government publications is, "Thank God for the Paperwork Reduction Act!" But don't forget that such cultural treasures as the Library of Congress, the Smithsonian Institution, and the National Gallery of Art are government publishers, too!

What is Government Information?

By "government" we mean the legally constituted governing body of a municipality (Asheville), county (Buncombe), state (North Carolina), nation (United States), or multinational organization (United Nations). When these governing bodies publish information at public expense, the publications are called "government publications."

"Government information" is a broader term than "government publications," referring to Internet and World Wide Web resources as well as traditional printed publications, microforms, CD-ROMs, floppy disks, and videocassettes. The Internet enables access to government databases and other files for which there is often no tangible printed or

CD-ROM equivalent. The Web makes it possible to download or print exact duplicates of printed government federal publications, such as tax forms, demographic statistics, maps, or reports.

What's in a name?

The terms "government information" and "government publications" are often used interchangeably. In libraries, you will also hear the older term "government documents," or simply, "documents." We sometimes use the term "documents" in this chapter for brevity's sake.

Government Information in WNCLN

All three libraries in the Western North Carolina Library network collect United States (federal) and North Carolina (state) government publications and provide access to government information on the World Wide Web.

You may check out most printed items just as you do books. Non-circulating documents include reference materials, such as Census Bureau reports, and periodicals. You may also request government publications via ABC Express or through Interlibrary Loan.

Each WNCLN library maintains a Web page with links to government information. Ramsey Library's is at:

<http://bullpup.lib.unca.edu/library/govdocs/internet.html>.

Eventually, most federal publications will be published directly to the Web as standard HTML files or as PDF files that look just like word processed documents.



Plug it in!

To read or print a PDF file, you need the Adobe Acrobat Reader program available as a Web browser "plug-in." Get this free download at the Adobe Web site (<http://www.adobe.com/>).

Web access furthers the fundamental goal of government information, **to promote an informed citizenry**, by making government information available anywhere, anytime. Not only that, the Web makes it easier to find information *within* government publications. That is, you can use the Find function in your Web browser to search for a word or phrase in standard Web pages. On federal government sites such as GPO Access (http://www.access.gpo.gov/su_docs/) you can use a search engine to find information in very large databases such as the *Congressional Record*.

Federal Government Information

The United States government is the largest publisher in the world, issuing over 20,000 separate document titles annually. Some of these documents, such as the *Congressional Record*, House and Senate hearings, the *Statutes at Large*, and the *U.S. Code*, are essential for tracing legislation. Other published material, such as photographs of Mars, topographical maps of the Smoky Mountains, population statistics, and environmental studies, have educational value and inform the public about important issues.



Washington, D.C.
"Home of the World's
Largest Publisher"

Depository Libraries

Nearly 1,400 Congressionally designated depository libraries ensure that the public has access to information by and about its government.



Federal Depository Seal
All depositories display
this seal on their front
door or entrance.

Regional depository libraries receive a copy of **all** federal documents that are distributed to depository libraries. The North Carolina regional depository is at UNC-Chapel Hill.

Selective depository libraries serve the Congressional District in which they are located, and choose to receive **only** those federal documents that meet the needs of their communities. Both regional and selective depositories must make federal documents freely available to the general public in exchange for receiving them "on deposit."

Ramsey Library has been a selective depository since December 1965. We select government documents that meet UNCA's curricular needs and reflect community interests. Ramsey Library's special "community" is the 11th Congressional District, but anyone visiting the library may use the documents collection. The libraries of Western Carolina University and Appalachian State University are also selective depositories. Together, UNCA, WCU, and ASU collect about two-thirds of all available federal documents.

**So Many
Documents,
So Little Time!**

All branches of government produce documents. The legislative branch, Congress, probably consumes the greatest amount of paper in the *Congressional Record*, bills, laws, reports, and hearings. All government agencies or departments in the executive branch, from the Agriculture Department to Veterans Affairs, publish information. Of these, the Census Bureau is the most prolific publisher. The judicial branch issues important Supreme Court decisions and other court reports.

**SuDocs
Classification**

Federal government agencies send their publications to the Government Printing Office for cataloging and distribution to depository libraries. Federal documents are cataloged according to the Superintendent of Documents classification scheme. The GPO assigns a "SuDocs" number to each document, based upon the issuing **government agency**, not the subject of the document.

Federal documents are in order on the shelves by **government agency**, unlike most other library materials, which are arranged by Library of Congress subject classification.

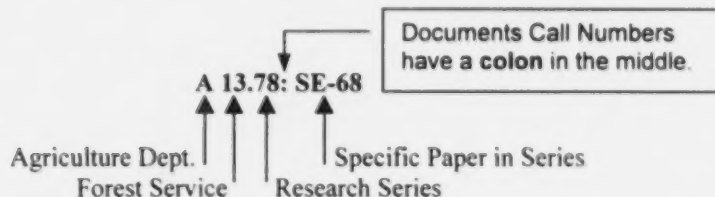
For example, all Agriculture Department publications are shelved together, all Labor Department publications are found in one section, and all Congressional publications occupy one large section of shelves. Of course, documents on similar subjects may be found together because a given government agency tends to publish in one general subject area. For example, you will find titles about aerospace in the NASA section. However, a *hearing* about space missions will have a SuDocs number reflecting its origin as a publication of the Congressional Committee that conducted the hearing.

Adelaide R. Hasse
First Librarian at the
Superintendent
of Documents Office
1895-1897

She created the SuDocs
Classification system.



To see how a SuDocs classification number is constructed, look at this example for a publication of the U.S. Agriculture Department:



Indexes to Federal Publications

Depending upon what you need, there are several ways to identify federal documents about a specific topic.

To find **all** documents issued on the topic, use an index to federal documents:

- **MarciveWeb DOCS** for publications issued 1976-present. World Wide Web access, UNCA campus only. Go to the Ramsey Library home page; click **By Title** next to **Electronic Resources**. Click the letter **M** at the top of the page. Click **MarciveWeb DOCS**.

MarciveWeb DOCS can tell you if any of the WNCLN libraries currently select a particular document series, but not if a specific title has been received.

- **Monthly Catalog of Government Publications** for publications issued 1895-1976. The *Monthly Catalog* is shelved in the federal documents area. Please ask for help at the Reference Desk.

To find **some** of the documents issued on the topic, use a subject index that includes federal documents:

- **PAIS (Public Affairs Information Service International)** World Wide Web, UNCA campus access. Go to the Ramsey Library home page; click **By Title** next to **Electronic Resources**. Click the letter **P** at the top of the page. Click **PAIS**.

PAIS indexes government documents as well as books, pamphlets, and periodical articles in political science and public affairs. It also provides SuDocs numbers.

To find documents **at UNCA, ASU, or WCU**, use the library catalog for items published after 1992. Use an index as well as the library catalog for 1991-1992 and earlier publications.

Searching the WNCLN Library Catalog

If possible, use Keyword, Subject, or Title searches to find government publications. In results, look for corporate authors beginning with "United States." If there are too many "hits," you might want to restrict search results to UNCA by using the Limit/Sort option.

For example, a Subject search for **biological diversity** retrieves over 240 catalog records. Limiting the search to **UNCA GOVT DOCS** shortens results to about 30 government publications held at UNCA:

WHERE Item is located:
MATERIAL type:

About UNCA GOVT DOCS

This Location includes both United States and North Carolina government publications. If search results include both federal and state documents, it's usually a "bonus" rather than a liability.

Government authors are difficult to search because they all begin with "United States," followed by the name of the department and the responsible subordinate agency or agencies. SuDocs Call number searches require correct punctuation and spacing.

In the library catalog, look for the federal document locations:

UNCA FED DOC	Print documents
UNCA FED MICRO	Microfiche documents
UNCA FED CD-ROM	CD-ROM documents

If you identify a government publication in a source other than our library catalog, you will need to check the catalog to determine if it is held by Ramsey Library and to get the location. Documents not held in WNCLN can be requested on Interlibrary Loan from the regional depository at UNC-Chapel Hill.

If you are looking for documents issued before June 1992, ask at the Reference Desk for help. Ramsey Library has a documents card catalog that contains records for older documents, but they are arranged in SuDocs number order only, with no subject or title access.

Federal Government Periodicals

Ramsey Library receives many federal periodicals, such as *Survey of Current Business*, *Humanities*, and *FDA Consumer*. The current year of some government periodicals may be shelved in the current periodicals area with back issues in the documents stacks. Check the *UNCA Periodicals Holdings List* or the library catalog for locations.

Reference Resources

The most useful reference series for researching the current activities of Congress is the *CQ Weekly Report*, a series located in UNCA REFERENCE JK 1 .C15.

This Congressional monitor provides background information and summaries of proposed legislation, report numbers, the status of bills, and roll call votes. Start with the most recent subject index and use the notes in the text to guide you backwards sequentially. The annual *Congressional Quarterly Almanac* (UNCA REFERENCE JK 1 .C66) synthesizes information in the *CQ Weekly Report*.

The Reference area also contains compilations of election statistics, directories of Congress and federal agencies, almanacs of facts about the federal government and many other useful titles. Browse through the JK classification to get an overview of what is available.

Web Resources

There are thousands of government publications on the World Wide Web, and most federal agencies have Web sites. There are several "gateway" Web sites that can help you find the information you want.

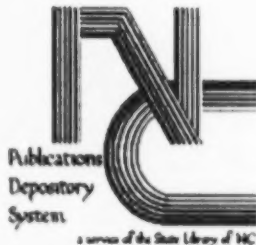
We recommend the following Web sites as good places to start:

- **GPO Access** (http://www.access.gpo.gov/su_docs/)
Search major databases, including the Congressional Record, the Federal Register, the Code of Federal Regulations, the Budget of the United States, and many others.
- **THOMAS** (<http://thomas.loc.gov/>)
Library of Congress' legislative information Web site.
- **The University of Michigan Documents Center**
(<http://www.lib.umich.edu/libhome/Documents.center/federal.html>) Categorizes federal Web sites by subject area.
- **Fedstats** (<http://www.fedstats.gov/>)
Find statistics published by over 70 government agencies.

North Carolina Publications

North Carolina state documents are an excellent resource for information about North Carolina. The collection is strong in the areas of statistics, education, law, environmental studies, and political science. Like federal documents and materials in the general collection, you can check out most state documents.

North Carolina Depositories



The State of North Carolina has a depository library program implemented by the North Carolina State Library in the late 1980's. Unlike the federal system, state depositories must choose whether they want to collect all documents in paper or microfiche format.

Ramsey Library was designated a "selective paper depository" in July 1989. WCU is also a "paper selective" and ASU receives all available

documents in microfiche format.

Indexes to State Publications

Every North Carolina state publication received through the depository system is cataloged. Since ASU is a full depository, **the WNCLN library catalog is an excellent index to state documents.**

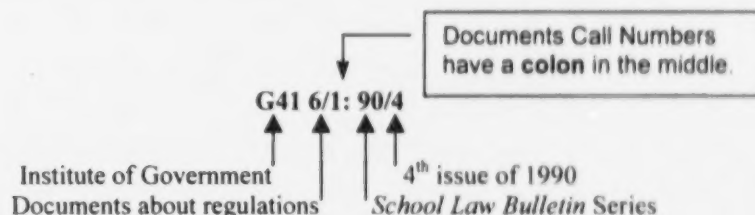
Documents issued prior to the establishment of the state depository system are listed in the monthly *Checklist of North Carolina State Publications*. The *Checklist* is not conveniently indexed and searching it is a daunting task. If you are looking for older State documents, please ask for assistance at the Reference Desk.

Many North Carolina state publications and databases are available on the World Wide Web at <http://www.sips.state.nc.us/>. This gateway has links to legislative materials, court reports, state agencies, instructional materials, job listings, and general information about North Carolina.

North Carolina Documents Classification

The North Carolina State Library assigns call numbers to state documents according to a classification "scheme" similar to the federal SuDocs system. Like federal documents, state publications are arranged on the shelf by issuing state agency, not by subject.

The publications of each state agency have a unique letter/number designation. Other numbers and letters are added to identify a specific type of publication, series, or title. For example:



Browsing the shelves is not the suggested method for finding North Carolina documents, since call numbers group publications by issuing agency, and not by subject. **The best way to find state documents on a specific subject is to search the library catalog.**

Searching the Library Catalog

Keyword or Subject searches are the easiest way to begin looking for North Carolina publications. Try a Keyword search with the term "North Carolina" or just "Carolina" along with other words that describe your topic. For example, a search for

north carolina beach*

retrieves over 100 catalog records, including many state documents.

You can use Limit/Sort to restrict a search with too many hits to **UNCA GOVT DOCS**. If search results include both relevant and "off the wall" titles, browse until you find a "perfect" match. Find the Subject field in the "perfect" catalog record and click on a subject heading to initiate a focused Subject search.

If you want to scan all the subject headings that begin with "North Carolina" it will be a slow process because there are so many. However, it can give you an idea of the extent of the WNCLN collections. If you are researching a familiar subject and know the subheading you want, include it in a Subject search:

North Carolina – Economic Conditions

North Carolina – Geology

Locating North Carolina Documents

In the library catalog, look for the North Carolina document locations:

UNCA NC DOC	Print documents
UNCA NC MICRO	Microfiche documents

North Carolina documents are located at the end of the federal documents collection on the main floor of Ramsey Library.

A few document series may be held in **both** microfiche and paper format, or in locations other than the state documents section. If you cannot find a publication that is listed in the library catalog, please ask for help at the Reference Desk. Documents received before July 1989 are listed in a **state documents card catalog** adjacent to the collection. However, this catalog is arranged by North Carolina state documents classification number, with no title or subject access.

Chapter 7 Exercises

1. Government information is distributed in many formats, including print, microfiche, CD-ROM, and World Wide Web pages. True / False
2. Most printed documents may be checked out. True / False
3. What subjects are covered by government publications?

4. What branches of the federal and state government publish documents?

5. The Ramsey Library documents collection is available for use by:

6. What are the classification numbers given to federal documents called?

7. What is a major difference between the documents classification systems and the Library of Congress system?

8. What index to federal documents is available on the World Wide Web?

9. Use the library catalog to find a federal document at Ramsey Library in print format about **unidentified flying objects** at Roswell, published in 1997.

a) What is the title? _____

b) What is the SuDocs number? _____

c) What is the catalog location? _____

10. Where should you search to identify a North Carolina state publication on a particular subject?

11. Using the library catalog, do a subject search for **North Carolina – Statistics**. Select a North Carolina state publication from the results list. Note whether the document is printed or on microfiche. Find the document.

12. Visit the Library of Congress' legislative information Web site, THOMAS at <http://thomas.loc.gov>. Search for the words: **college tax relief**. What is the title and bill number of this legislation? Was it introduced in the House or Senate?

**Answers
Chapter 7**

1. True
2. Yes
3. An incredibly wide range of subjects
4. All three branches: legislative, executive, and judicial
5. Everyone
6. SuDocs numbers
7. Documents classification numbers reflect the issuing governmental agency, not the subject of the material. Therefore, documents are arranged on the shelf by agency, not by subject. Library of Congress numbers are assigned according to subject.
8. MarciveWeb DOCS
9. Do this search in two parts. First, use this Keyword search:
roswell unidentified flying objects

Then use the Limit/Sort option to Limit results to:

WHERE Item is Located:
UNCA GOVT DOCS
and
Publication YEAR After 1996.
 - a. The Roswell Report: Case Closed
 - b. D301.2:R73
 - b. UNCA FED DOC
10. the library catalog
11. (no single correct answer for this exercise)
12. College Student Tax Relief Act of 1997. H.R.1296. Introduced in the House of Representatives.

Chapter 8

Other Formats & Collections: The Media Center & Special Collections



The Media Center, located in the lower level of Ramsey Library, serves to centralize media resources for the entire UNCA campus. Its collections support a broad and interdisciplinary array of teaching and research needs for students, faculty, and staff.

Some media resources circulate for varying periods of time of up to three weeks; others must be used in-house. Videos and other media on reserve for course use are located at the Media Center Desk, which is staffed during most hours that the library is open. These materials may be checked out for library use only. Media equipment for viewing, accessing, or playing media resources is available in the Media Center as well. The Media Center staff welcomes your questions about their many resources and services.

What is Media?

"Media" is actually a broad term that encompasses all material formats and all channels of communication that carry information. But the term as it is used here refers mostly to non-print library materials, including, but not limited to, videocassettes, laser discs, compact discs, audiocassettes, slides, filmstrips, CD-ROMs, and other computer software housed separately in the Ramsey Library Media Center.

Locating Media

Media materials are listed in the library catalog just like books and other printed works. To find them, search by Author, Title, Author/Title, Subject, or Keyword, and then use the **Limit/Sort** function to specify **Where** item is located and/or **Material type**.

Searching for Media in the Library Catalog

Let's say that you want to locate a video of Shakespeare's *Macbeth*. Perform a Title search for *Macbeth* in the library catalog.

Once your results are listed, choose the **Limit/Sort** option. Say you are only interested in finding a **videocassette** (as opposed to a laser disc or film) housed in the media center **in our library** (as opposed to ASU or WCU), your limit criteria should look something like this:

WHERE Item is located:
 MATERIAL type:

Other limit options, such as limiting by **Words in the Author**, allow you to refine your search even more. For example, if you specifically wanted the video of *Macbeth* directed by and starring Orson Welles, you would add the following limit to your search:

Performers, actors, and directors are treated as authors in the library catalog.

Below are common media formats in Ramsey Library's Media Center with their material type as identified in the library catalog and the corresponding location in the Media Center.

	MEDIA FORMAT	MATERIAL TYPE	LOCATION
Video	Videocassette	VIDEOCASSETTE	UNCA VIDEO CASS
	Laser discs	VIDEO DISC	UNCA VIDEO DISC
	Slides and filmstrips	KIT	UNCA KIT
Audio	Compact Discs	SOUND CD	UNCA AUDIO CD
	Audiocassettes	SOUND CASSETTE	UNCA AUDIO CASS
	LP records/33 1/3 rpm	SOUND DISC	UNCA AUDIO 33 1/3
Other	CD-ROM	CD-ROM	UNCA COMPUTER DISK
	Computer software	COMPUTER FILE	UNCA COMPUTER DISK

Other locations in the Media Center include UNCA CURRIC AIDS and UNCA FILMSTRIP. For a complete list of Ramsey Library locations, refer to Appendix C.

Using Media in Research

Primary Sources

Video and audio recordings of events or interviews with people who recount their experiences often provide excellent sources of primary material for researchers. Primary materials in the Ramsey Library media collection include literary readings, play productions, speeches, interviews, and other recorded programs. Here are some examples:

Sylvia Plath Reading Her Poetry (audiocassette)

Great American Speeches (audiocassettes)

Hiroshima Survivors (audiocassette interview)

Conversations with Gorbachev (videocassette interview)

National Conference on Undergraduate Research: A Ramsey Library Media Center Production (videocassette)

Interpretations of Artistic Works

Recordings of different versions or performances of a work offer the researcher the opportunity to compare multiple interpretations of the content. An example would be Shakespeare's play *King Lear*, which can be viewed on video with either Laurence Olivier, Patrick Magee, or Orson Welles as King Lear. For another example, listen to the differences among the available sound recordings of Beethoven's *Ninth Symphony*.

Historical & Cultural Productions

Documentaries produced by either nonprofit educational or commercial companies can provide valuable insight into social and historical conditions. Some examples of holdings in the Media Center include:

Eyes on the Prize: America's Civil Rights Years (videocassettes)

The Life and Times of Rosie the Riveter (videocassette)

Instructional Presentations

Both audio and video formats lend themselves to instructional, "how-to" presentations. Some examples of Media Center materials include:

Acting with an Accent (audiocassettes)

The Canterbury Tales in Middle English (audiocassette)

Jazz Fusion Improvisation (videocassette)

Basic Spanish by Video (videocassette)

As you can see, the Media Center has a broad range of audio and video resources to complement Ramsey Library's traditional research materials. For further help identifying or locating media materials for your research, ask at the Reference Desk.

Special Collections

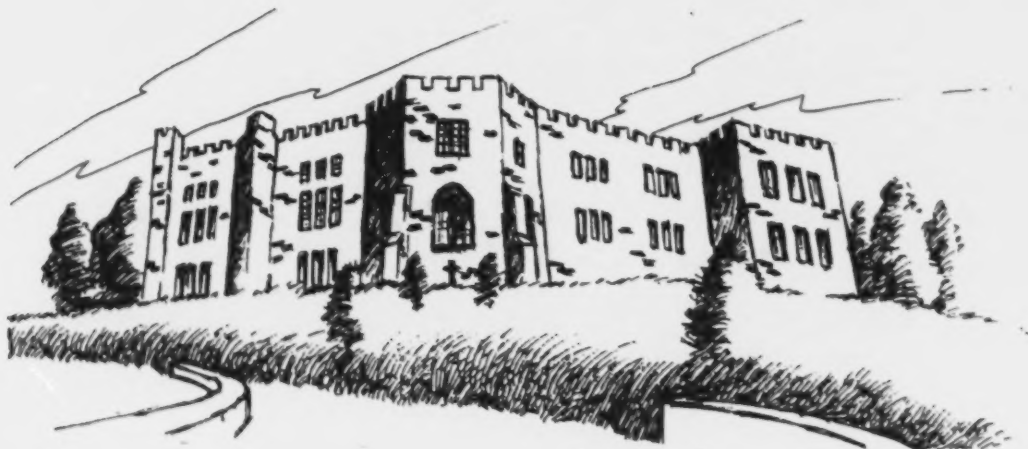
The Special Collections unit of Ramsey Library serves as a repository for rare books, manuscripts, photographs, oral history recordings and transcripts, and the archives of the University of North Carolina at Asheville. Because many of these materials are unique, rare, or difficult to replace (hence the name "special"), they are held in a controlled environment to ensure that they are preserved for today's users and researchers in the future.

Hours & Services Special Collections hours are as follows:

Monday-Thursday 9 a.m.-3:30 p.m.

Other times are available by appointment. Due to a small staff, open hours may occasionally be cancelled. Please call 251-6621 or 251-6645 ahead of time to schedule your visit or to arrange special assistance. Reference services are provided by the Special Collections staff and are available to all library users.

Circulation Policy Materials in Special Collections **do not circulate**, so come prepared to read and take notes in the spacious and comfortable reading room. Photocopy and other photoduplication services are available for a reasonable fee.



Part of the mission of Ramsey Library's Special Collections is to preserve documents relating to the history of our institution. Did you know that UNCA, formally known as Asheville-Biltmore College, once held classes in a mountaintop castle? Historic Seely's Castle (pictured above) off of Town Mountain Road in Asheville was the site of our beloved institution from 1950-1961.

Finding Materials in Special Collections

Library Catalog Access

Most books housed in Special Collections are listed in the library catalog. To find them, search by Author, Title, Subject, or Keyword, then use the Limit/Sort option to designate **Where item is located**. The location designation for Ramsey Library Special Collections in the library catalog is: UNCA SPEC COLL.

Special Collections at ASU and at WCU, like those at UNCA, generally do not circulate. You will need to visit ASU and WCU if you plan to use materials found in the WNCLN catalog located at these other institutions.

Finding Aids on the Web

Several **Finding Aids** (lists of the collections) are available from the Special Collections Web page. Go to the Ramsey Library home page (<http://bullpup.lib.unca.edu/library/>) and click on the link to Special Collections. These guides provide extensive descriptions of key photograph and manuscript collections, **many of which are not included in the library catalog**.

Types of Special Collections

Many of the items housed in Special Collections fall under the category of **primary research materials**. These are "first-hand accounts," such as oral histories (both audio recordings and transcripts), diaries, letters of correspondence, manuscripts, photographs, financial ledgers, and other personal records and objects.

Rare Books

The rare book collection is particularly strong in the following subjects: the history of Asheville and western North Carolina, early American history, WWI narratives, and pre-twentieth century Scottish history. Special Collections also houses items that require careful handling because of their fragile condition or special features (such as tipped-in plates).

Manuscripts

In 1986, Ramsey Library absorbed the collections of the Southern Highlands Research Center, a repository that was founded at UNCA in 1978 to collect information relating to urban Appalachia, and particularly to Asheville as an Appalachian city. We have the papers of John Jervis, a local labor leader, Rueben Robertson, the founder of the Champion plant at Enka, D. Hiden Ramsey, a leader in higher education in North Carolina and the namesake for this library, Congressman Roy A. Taylor, an alumnus of this institution and a U.S. Representative for many years, and other prominent citizens.

The manuscript collections cover a broad spectrum of the area's history and culture. The Black Highlanders collection provides a wealth of information about African Americans in the western North Carolina region, and insight can be gained into the Jewish community in Asheville by studying records and photographs from Temple Beth-ha-Tephila, a local synagogue.

Oral Histories

The Southern Highlands Research Center Oral Histories

The Dorothy Joynes "Voices of Asheville" Oral Histories

The oral history collections acquired from the Southern Highlands Research Center and those gathered for the Voices of Asheville project number over 200 tapes and some transcripts. Both collections focus on interviews with Asheville and western North Carolina residents and contain a wealth of local historical information.

Photographs

The E. W. Ball Photographic Collections

The R. Henry Scadin Photographic Collections

Photographs of Asheville and of the western North Carolina region comprise one of the greatest strengths of the Special Collections. The Ball collection (approximately 9,000 images) covers Asheville from ca. 1920-1960. The Scadin collection (approximately 1,200 images) includes photographs of scenery, hotels, dwellings, timber growth, and other subjects in western North Carolina and elsewhere from ca. 1895-1923. Other collections such as the Austin-Brooks Collection and the U.S. Forest Service collection feature images relating to the timber industry in western North Carolina and eastern Tennessee.



R. Henry Scadin recorded the natural beauty of western North Carolina from ca. 1895-1923, including areas around Highlands, Lake Toxaway, and Brevard. His photographs and accompanying diaries give us a glimpse into the past of these natural sites, many of which have seen increasing development over the last century.

**University
Archives**

Special Collections is also the repository for records of enduring value created by the University of North Carolina at Asheville. In addition to university publications, such as campus newspapers, yearbooks, catalogs, and literary magazines, the archives also contain the papers of past chancellors and vice-chancellors, news releases, scrapbooks, and photographs.

Vertical Files

*The National Register of Historic Places Inventory
Asheville and Regional Architecture*

The *National Register of Historic Places* is a vertical file that contains local nomination forms for the United States Department of the Interior Historic Places. Asheville has many sites on the National Register and the nomination forms contain detailed physical descriptions and historical information on these sites. The *Asheville and Regional Architecture* files complement the *National Historic Places Inventory*.

Chapter 8 Exercises

1. Do a Subject search for Billie Holiday in the library catalog.

Browse through some titles until you find the videorecording *Lady Day: The Many Faces of Billie Holiday*. (Notice how books and media are listed together on your display screen.)

- a. What is the location and call number of this video?

- b. Where in the library is this item physically located? _____

- c. How many minutes long is it? _____

2. When looking for media materials in our library, which of the following limits can you perform in the library catalog to narrow your search?

- a. Where item is located
- b. Material type
- c. Year of publication
- d. Words in the Author
- e. All of the above

3. You need to find a videorecording of *Hamlet*.

- a. What type of search should you perform in the library catalog? _____

- b. This search displays many items. You need to identify a **video** of *Hamlet* in the **UNCA Media Center** in which **Mel Gibson** appeared. What type of limits should you perform?

- c. Who directed this production? _____

- d. What are the names of two other performers?

4. Video and audio recordings of actual events and actual voices associated with an event are typically:
- a. sources of secondary research material.
 - b. sources of primary research material.
 - c. not reliable sources for research projects.
 - d. too limited in scope to be useful for complementing the library's traditional research materials.
5. All items in Special Collections circulate. True / False
6. Do a Subject search in the library catalog for **North Carolina railroads**. Limit this search to UNCA SPEC COLL.
- a. Find the book by Mead Parce. Where was this book published?

 - b. Besides UNCA, what other WNCLN library has this book in its Special Collections? _____
7. Take a look at the Special Collections Finding Aid for the R. Henry Scadin photograph collection. Go to the Ramsey Library home page (<http://bullpup.unca.lib.edu/library/>) and click on Special Collections. Scroll down until you see the link to Photographs.
- a. Based on the information provided here, how many glass plate negatives make up the Scadin collection? _____
 - b. How many diaries? _____
 - c. Are there any photographs of waterfalls? Yes / No
8. In Special Collections, primary research material may be found in which of the following:
- a. Oral histories
 - b. Photographs
 - c. Manuscripts
 - d. Diaries
 - e. Personal records and objects
 - f. All of the above

Answers
Chapter 8

1. a. UNCA VIDEO CASS
ML420.H58 L33 1991
b. Ramsey Library Media Center
c. 60 min.
2. c
3. a. Title search for: hamlet
b. Where item is located:
UNCA MEDIA CENTER
Material type: VIDEOCASSETTE
Words in the Author: gibson
c. Franco Zeffirelli
d. Any two of the following: Glenn
Close, Alan Bates, Paul Scofield,
Ian Holm, or Helena Bonham-
Carter
4. b
5. False
6. a. Hendersonville, N.C.
b. WCU
7. a. 1200
b. 43
c. Yes
8. f. All of the above

Appendix A

Sample Exam Questions: Library Research 102

The final exam for Library Research 102 consists of 50 multiple-choice questions. The following 33 questions are similar to those found on the exam. If you do not understand a question or if an answer baffles you, please ask your instructor or a Reference Librarian for an explanation. **In addition to going over these sample questions, be sure you have done the exercises at the end of each chapter.**

Select the best response for each question.

1. The library service that allows professors to restrict the use of certain materials to short loan periods or in-library use is:
 - A. Interlibrary Loan service.
 - B. Reference service.
 - C. Reserve service.
 - D. Special Collections.
 - E. ABC Express service.

2. A library research strategy is a:
 - A. manual describing the proper format for footnotes for a research paper.
 - B. handout available at the Reference Desk explaining how to get books from other libraries.
 - C. list of books on specific topics.
 - D. plan of action that gives direction to your research.
 - E. guidebook available for freshmen that provides a map of the library.

3. The main purpose of the Library of Congress classification system is to:
 - A. allow books to be shelved by height.
 - B. put every book by the same author in the same place.
 - C. arrange books alphabetically by their titles.
 - D. organize materials by subject, thus, facilitating browsing.
 - E. keep books together according to publication date, so it is easy to find the most recent publications.

4. Which of the following statements about **subject headings** is **NOT** true?
- A. There are books of subject headings that provide lists of topics under which you can find books in the library catalog.
 - B. Generally, personal and geographical names are not listed in the *Library of Congress Subject Headings* but are used in the Ramsey Library catalog.
 - C. Ramsey Library owns books for every valid subject heading listed in the *Library of Congress Subject Headings*.
 - D. The subject headings used in the Ramsey Library catalog come from the *Library of Congress Subject Headings*.
 - E. A subject heading is a word or phrase used to describe the subject content of a work.
5. You are looking for a book called *Past and Present in Zimbabwe*, but you cannot remember how to spell the last word in the title. Which of the following would be your best **Title search** in the library catalog to be sure of finding this book?
- A. pas,pre,Zim
 - B. past present in Z?e
 - C. past and present*
 - D. past and present in Z
 - E. Zim?, past and present
6. You need to find books **about** the author **Ellen Glasgow**. What would be the best search to do on the library catalog?
- A. a Subject search for **English literature**
 - B. an Author search for **Ellen Glasgow**
 - C. a Title search for each work by **Ellen Glasgow**
 - D. a Subject search for Ellen Glasgow expressed as **Glasgow, Ellen**
 - E. a Keyword search for **Glasgow**
7. The **Western North Carolina Library Network (WNCLN)** is a network of colleges and universities that allows for the sharing of books and other library resources. The members of this network are:
- A. UNCA, Mars Hill College, and AB-Tech.
 - B. Appalachian State University, Western Carolina University, and UNCA.
 - C. Montreat-Anderson College, UNCA, and Western Carolina University.
 - D. Mars Hill College, Warren Wilson College, and Montreat Anderson College.
 - E. UNC-Chapel Hill, UNC-Charlotte, and UNCA.

8. An encyclopedia:
- A. is able to give you all possible information on any subject you may be researching.
 - B. is useful for getting background information on a topic.
 - C. is of absolutely no use as a starting point for research.
 - D. should be consulted only after you have looked at all other sources of information.
 - E. never includes bibliographies.
9. A dictionary that defines the terms and concepts of a particular discipline is:
- A. a subject dictionary.
 - B. a slang dictionary.
 - C. a reverse dictionary.
 - D. an unabridged dictionary.
 - E. a polyglot dictionary.
10. <http://www.earthwatch.org>
- This World Wide Web address most likely belongs to a:
- A. governmental agency.
 - B. commercial or for-profit business.
 - C. non-profit organization.
 - D. educational institution.
 - E. publisher in Oregon.
11. The type of Web search tool that organizes Web pages by category, usually in a hierarchy from broad subjects to narrow sub-categories, is called a:
- A. search engine.
 - B. meta-search engine.
 - C. directory.
 - D. Netseek.
 - E. Infolink.
12. You want to find every line in Byron's poetry where he used the word "mountain." You need to consult:
- A. InfoTrac SearchBank.
 - B. an atlas.
 - C. a reverse dictionary.
 - D. a periodical index.
 - E. a concordance.

13. You need to find some Web sites on **freshwater fishing**, excluding those dealing with **catfish**. Which of the following searches in the Web search engine **AltaVista** would be best:
- A. + "freshwater fishing" - catfish
 - B. - "freshwater fishing" + catfish
 - C. freshwater not catfish - fishing
 - D. fishing "freshwater not catfish"
 - E. (fish? -cat) + freshwater
14. Which of the following statements about **journals** is **TRUE**?
- A. A journal contains research-oriented articles written by experts for a scholarly or professional audience.
 - B. Ramsey Library has no journals.
 - C. Every journal in Ramsey Library is on microfiche.
 - D. A journal includes articles on popular current topics for a general audience.
 - E. Books are much better than journal articles if you want up-to-date information.
15. You need to find some information on **discipline in kindergarten**, excluding everything that has to do with **corporeal punishment**. What would be the best Boolean search statement to use in an electronic database?
- A. discipline NOT (kindergarten OR corporeal punishment)
 - B. (discipline OR kindergarten) AND corporeal punishment
 - C. discipline AND kindergarten AND corporeal punishment
 - D. (discipline NOT kindergarten) AND corporeal punishment
 - E. (discipline AND kindergarten) NOT corporeal punishment
16. Because Ramsey Library chooses to receive only those government documents that meet the needs of its community, it is known officially as a:
- A. a selective depository library.
 - B. a community government documents library.
 - C. a regional depository library.
 - D. an omni-depository library.
 - E. a government reference library.
17. You want to see what North Carolina state documents our library has about water pollution in the western part of the state. You should search:
- A. MarciveWeb DOCS.
 - B. the library catalog.
 - C. PAIS.
 - D. InfoTrac SearchBank.
 - E. *General Statutes of North Carolina*.

18.

(a)	N	(b)	NC	(c)	ND	(d)	NK	(e)	NK
	17		3968		6		261		2614
	.B2		.T46		.J92		.P8		.H37
			1974						1991

A book with the call number **NK** would be on the shelf:

2614
.H9

- A. before (a).
- B. between (b) and (c).
- C. between (c) and (d).
- D. between (d) and (e).
- E. after (e).

19. Which of the following is **NOT** housed in Ramsey Library's Special Collections?

- A. Rare books
- B. Back issues of *The New York Times* on microfilm
- C. Manuscripts
- D. Oral histories
- E. University archives

20.

Chickens

UF Hens
BT Poultry
NT Game Fowl
Roosters

Based on the above entry from the *Library of Congress Subject Headings*, which of the following statements is **CORRECT**?

- A. "Chickens" is not a valid subject heading. Use "Hens" instead.
- B. Neither "Game fowl" nor "Roosters" is a valid subject heading.
- C. The only valid subject heading listed is "Chickens."
- D. "Hens" is a valid subject heading.
- E. "Chickens, Poultry, Roosters" and "Game Fowl" are all valid subject headings.

21. You are using the library catalog to find books on "computer graphics." Your search retrieves more records than you want. Many of the books are at ASU and WCU. What is the best way to identify only the books at UNCA?
- A. Use the Limit/Sort function and limit search results to the publication years 1990-1994 because all of the books at UNCA on this topic are very current.
 - B. Use the Limit/Sort function and limit where items are located to UNCA.
 - C. Since there is no way to limit search results, simply scan all titles retrieved and select those with a UNCA location symbol.
 - D. Do a Keyword search using the terms "UNCA computer graphics."
 - E. Do a Keyword search using the terms "computer graphics not ASU or WCU."
22. To perform a successful Author search in the library catalog for Suzanne Fremon, you may enter her name in all of the following ways **EXCEPT**:
- A. Fremon, Suzanne
 - B. Fremon Suzanne
 - C. Suzanne Fremon
 - D. Fremon, Suz
 - E. Fremon S
23. Which of the following reference sources would be the best to use for answering the question: Where is the Ross Sea?
- A. a concordance
 - B. a bibliography
 - C. *Statistical Abstract of the United States*
 - D. a gazetteer
 - E. a bio-bibliography
24. Articles in the periodical *Sociological Quarterly* may contain graphs or charts, but not photographs. The articles are written by researchers or experts in the field of sociology and related disciplines. The authors usually cite their sources in footnotes or reference lists. *Sociological Quarterly* is:
- A. a scholarly journal.
 - B. a popular magazine.
 - C. a sensational magazine.
 - D. a periodical handbook.
 - E. an informative news/general interest magazine.

25. The ability to search more than one concept at a time is a major advantage of using:
- A. an electronic index.
 - B. a microfilm index.
 - C. a printed index.
 - D. a microfiche index.
 - E. a card catalog.
26. The most efficient way to find magazine and journal **articles** on the subject you are researching is to:
- A. use a handbook.
 - B. browse in the current periodical section.
 - C. use a periodical index.
 - D. use the *Ramsey Library Periodicals Holdings List*.
 - E. browse in the microfilm collection.
27. In doing research about mountain life, you used a book that you found in Ramsey Library. When you began to type the bibliography for your paper, you discovered that you hadn't written down all the information you needed about the book. Unfortunately you have already turned in the book. You don't remember the author or the exact title, but you are sure that the words "snowbird" and "pie" were somewhere in the title. Which of the following searches on the library catalog would be the fastest way to relocate the book?
- A. a Call number search for **F** (the classification for material on mountain life)
 - B. a Keyword search for **snowbird pie**
 - C. a Subject search for **snowbirds**
 - D. a Title search for **snowbird pie**
 - E. a Subject search for **pie**
28. The most efficient way to locate a copy of Clarice Lispector's short story "The Egg and the Chicken" is to:
- A. check the library catalog for books by Clarice Lispector, then find the books and check the tables of contents in each one for the short story "The Egg and the Chicken."
 - B. look in a subject encyclopedia under the subject heading "Poultry."
 - C. select the **SHORT STORY** search from the menu of the library catalog.
 - D. look in *Short Story Index* to find the title of a book that contains the story, then check the library catalog to see if Ramsey Library owns that book.
 - E. check the *Biological and Agricultural Index* for periodical articles on hens and egg production.

29.

Shakespeare quarterly

Current issues on current periodicals shelves.

Microfilm: v. 1, 1950 - v. 15, 1964

Bound: v. 14, 1963 - v. 30, 1979

Microfilm: v. 31, 1980 - v. 45, 1994

CALL NUMBER: PR 2885 .S63

Based on the above entry from the *Ramsey Library Periodicals Holdings List*, volume 24, 1973 of the periodical *Shakespeare Quarterly* is:

- A. owned and at the bindery.
- B. not owned by Ramsey Library.
- C. owned and shelved in bound form at call number PR 2885 .S63.
- D. shelved on the current periodicals shelves in call number location PR 2885 .S63.
- E. owned and available in microfilm.

30.

Does marijuana have a place in medicine? Lisa Capaldina, Donald Tashkin, William Vilensky, Lori D. Talanco.
Patient Care Jan 30, 1998 v32 n2 p41(6)

Based on this entry from InfoTrac SearchBank, which of the following statements is **FALSE**?

- A. This article has four authors.
- B. This article appears in the January 30, 1998 issue of *Patient Care*, Volume 32, number 2
- C. This article appears on p.41, column 6.
- D. This article appears on p.41 and is 6 pages long.
- E. The title of this article is "Does marijuana have a place in medicine?"

31.

KIDNEYS

William S. Filler patents system using sound waves to break up kidney stones and gallstones without surgery (S), Ja 27,I,37:6

Based on the above citation from the 1990 *New York Times Index*, which of the following statements is **TRUE**?

- A. An article by William S. Filler about using sound waves to break up kidney stones and gallstones appeared in the January 27 issue of the *New York Times*, in Section I, page 6, column 37.
 - B. An article about using sound waves to break up kidney stones and gallstones appeared in the *New York Times* in the (S)cience section, January 27, Section 37, page 6.
 - C. (S)onic disruption of kidney stones and gallstones was first done successfully by William S. Filler on January 27th, according to the *New York Times*.
 - D. An article about William S. Filler's system of using sound waves to break up kidney stones and gallstones appeared in the January 27 issue of the *New York Times*, in Section I, page 37, column 6.
 - E. An article about using sound waves to break up kidney stones and gallstones appeared in the *New York Times*, in Section S, page 6, column 37, on January 27.
32. Of the following, which one is **NOT** a primary source for a paper on women's suffrage in the United States.
- A. A copy of the "Declaration of the Rights for Women" passed at the Women's Rights Convention in 1848.
 - B. An eyewitness account of the 1913 suffrage parade published in the *Washington Post* newspaper.
 - C. A summary and background article in *American Women's History Encyclopedia*.
 - D. The diary of Susan B. Anthony, a major leader of the suffrage movement.
 - E. The collected correspondence between Susan B. Anthony and Elizabeth Cady Stanton, an active suffragist.

33. You are interested in locating a kit or video on teaching science to first graders. What is the best way to determine that the library owns something that you can use?
- A. Do a Subject search on the library catalog and limit results to the Education Collection.
 - B. Do a Keyword search on the library catalog and limit results to UNCA Reference Collection.
 - C. Do a Keyword search on the library catalog and limit results to UNCA Special Collections.
 - D. Do a Title search on the library catalog and limit results to UNCA science collection.
 - E. Do a Subject or Keyword search on the library catalog and limit results to UNCA Media Center.

Answers
Sample Exam Questions

- | | |
|------------------|-----------------|
| 1. C (Chap. 1) | 18. E (Chap. 1) |
| 2. D (Chap. 2) | 19. B (Chap. 8) |
| 3. D (Chap. 1) | 20. E (Chap. 3) |
| 4. C (Chap. 3) | 21. B (Chap. 3) |
| 5. D (Chap. 3) | 22. C (Chap. 3) |
| 6. D (Chap. 3) | 23. D (Chap. 5) |
| 7. B (Chap. 1) | 24. A (Chap. 4) |
| 8. B (Chap. 2,5) | 25. A (Chap. 4) |
| 9. A (Chap. 5) | 26. C (Chap. 4) |
| 10. C (Chap. 6) | 27. B (Chap. 3) |
| 11. C (Chap. 6) | 28. D (Chap. 5) |
| 12. E (Chap. 5) | 29. C (Chap. 4) |
| 13. A (Chap. 6) | 30. C (Chap. 4) |
| 14. A (Chap. 4) | 31. D (Chap. 4) |
| 15. E (Chap. 3) | 32. C (Chap. 2) |
| 16. A (Chap. 7) | 33. E (Chap. 8) |
| 17. B (Chap. 7) | |

Appendix B

Library of Congress Classification System

The following outline provides a summary of the Library of Congress classification system.

A GENERAL WORKS

- AC Collections, Series
- AE Encyclopedias
- AI Indexes
- AM Museums
- AS Societies, Academies
- AY Yearbooks, Almanacs
- AZ History of scholarship and learning

B PHILOSOPHY, PSYCHOLOGY, RELIGION

- B Philosophy (General)
- BC Logic
- BD Speculative philosophy
- BF Psychology
- BH Aesthetics
- BJ Ethics
- BL Religions, Mythology, Rationalism
- BM Judaism
- BP Islam, Bahaism, Theosophy
- BQ Buddhism
- BR Christianity
- BS The Bible
- BT Doctrinal theology
- BV Practical theology
- BX Denominations and sects

C AUXILIARY SCIENCE OF HISTORY

- CB History of civilization
- CC Archaeology
- CD Diplomatics, Archives, Seals
- CE Technical chronology
- CJ Numismatics
- CN Epigraphy, Inscriptions
- CR Heraldry
- CS Genealogy

D HISTORY (EXCEPT AMERICA)

- DA Great Britain
- DB Austria, Hungary
- DC France
- DD Germany
- DE Mediterranean region
- DF Greece
- DG Italy
- DH Belgium
- DJ Netherlands
- DK Russia
- DL Northern Europe, Scandinavia
- DP Spain, Portugal
- DQ Switzerland
- DR Eastern Europe, Balkan Peninsula
- DS Asia
- DT Africa
- DU Oceania, Australia
- DX Gypsies

E AMERICAN HISTORY

F LOCAL U.S. HISTORY**JX** Immigration
International Law**G GEOGRAPHY,
ANTHROPOLOGY,
RECREATION****K LAW****GA** Mathematical geography
GB Physical geography
GC Oceanography
GF Human ecology
GN Anthropology
GR Folklore
GT Manners and customs
GV Recreation**L EDUCATION****LA** History of education
LB Theory and practice of education
LC Special aspects of education
LD U.S. universities and colleges
LE American (not U.S.) universities
LF European universities and colleges
LG Asian, African, Australian,
Oceanian universities
LH School magazines and papers
LJ Student fraternities
LT Textbooks**H SOCIAL SCIENCES****M MUSIC****HA** Statistics
HB Economic theory
HC Economic history
HD Land, Agriculture, Industry
(Includes Management)
HE Transportation and communication
HF Commerce (Includes Accounting)
HG Finance
HJ Public finance
HM Sociology
HN Social history
HQ Family, Marriage, Gender Studies
HS Societies
HT Communities, Classes, Races
HV Social pathology, Social and public
welfare, Criminology
HX Socialism, Communism, Anarchism**ML** Literature of music
MT Music instruction and study**N FINE ARTS****NA** Architecture
NB Sculpture
NC Drawing, Design, Illustration
ND Painting
NE Print Media
NK Decorative arts
NX Arts in general**J POLITICAL SCIENCE****P LANGUAGE & LITERATURE****JA** General works
JC Political theory
JF Comparative works
JK United States
JL British America, Latin America
JN Europe
JQ Asia, Africa, Australia, Oceania
JS Local government
JV Colonization, Emigration and**P** Mass Media
PA Greek and Latin
PB Celtic languages and literature
PC Romance languages
PD Scandinavian languages
PE English language
PF Dutch, Flemish, Friesian, German
PG Slavic

PH Finno-Ugrian
 PJ Oriental
 PK Indo-Iranian
 PL Eastern Asia, Africa, Oceania
 PM American Indian
 PN Literary history, Journalism
 PQ Romance literatures
 PR English literature (except U.S.)
 PS American literature
 PT Dutch, German, and Scandinavian literature
 PZ Fiction and juvenile literature

Q SCIENCE

QA Mathematics (Includes computers)
 QB Astronomy
 QC Physics
 QD Chemistry
 QE Geology
 QH Natural history, Biology
 QK Botany
 QL Zoology
 QM Human anatomy
 QP Physiology
 QR Microbiology

R MEDICINE

RA Public aspects of medicine
 RB Pathology
 RC Internal medicine
 RD Surgery
 RE Ophthalmology
 RF Otorhinolaryngology
 RG Gynecology and obstetrics
 RJ Pediatrics
 RK Dentistry
 RL Dermatology
 RM Therapeutics, Pharmacology
 RS Pharmacy
 RT Nursing
 RV Botanic, Thomsonian, and Eclectic medicine
 RX Homeopathy
 RZ Chiropractic, Osteopathy, Mental healing

S AGRICULTURE

SB Plant culture
 SD Forestry
 SF Animal culture
 SH Fish culture
 SK Hunting

T TECHNOLOGY

TA Civil engineering
 TC Hydraulic engineering
 TD Sanitary engineering
 TE Highway engineering
 TF Railroad engineering
 TG Bridge engineering
 TH Building construction
 TJ Mechanical engineering
 TK Electrical, nuclear engineering
 TL Motor vehicles, Aeronautics, Astronautics
 TN Mining engineering, Metallurgy
 TP Chemical technology
 TR Photography
 TS Manufactures
 TT Handicrafts
 TX Home economics

U MILITARY SCIENCE

UA Armies
 UB Military administration
 UC Maintenance and transportation
 UD Infantry
 UE Cavalry
 UF Artillery
 UG Military engineering
 UH Other services

V NAVAL SCIENCE

VA Navies
 VB Naval administration
 VC Naval maintenance
 VD Naval seamen
 VE Marines

VF Naval ordnance
VG Minor services of navies
VK Navigation, Merchant marine
VM Naval architecture, Shipbuilding

Z **BIBLIOGRAPHY & LIBRARY
SCIENCE**

Appendix C

Ramsey Library Locations

These are the location designations used in the online catalog for library materials in Ramsey Library. See Chapter 1 for more information and a floor plan of the library.

UNCA ARCHIVES	Special Collections, Upper Floor
UNCA ATLAS	Atlas Collection, Main Floor
UNCA AUDIO CASS	audiocassette, Media Center, Lower Floor
UNCA AUDIO CD	audio compact disc, Media Center, Lower Floor
UNCA AUDIO 33 1/3	LP record, Media Center, Lower Floor
UNCA CATALOGING	Cataloging Office, Lower Floor
UNCA CD-ROM	compact disc, Media Center, Lower Floor
UNCA CIRC	Circulation Desk, Office, or Workroom, Main Floor
UNCA COMPUTER DISK	computer disk, Media Center, Lower Floor
UNCA CURRIC AIDS	curriculum teaching aids, Media Center, Lower Floor
UNCA CURRICULUM	public school textbooks and curriculum materials, Lower Floor
UNCA DOC INDEX	U.S. Government Documents Index Area, Main Floor
UNCA FED CD-ROM	U.S. Government Documents CD-ROM, Main Floor
UNCA FED DOC	U.S. Government Documents, Main Floor
UNCA FED MICRO	U.S. Government Documents microfiche, Microform Area, Main Floor
UNCA FILMSTRIP	filmstrip, Media Center, Lower Floor

UNCA GARDENS	Botanical Gardens Library
UNCA GENERAL	circulating book in the general collection, located by call number on Upper or Lower Floor
UNCA JUV LIT	Juvenile Literature Collection, Lower Floor
UNCA KIT	3-dimensional material, Media Center, Lower Floor
UNCA MICROFICHE	microfiche, Microform Area, Main Floor
UNCA MICROFILM	microfilm, Microform Area, Main Floor
UNCA NC DOC	North Carolina State Document, Main Floor
UNCA NC MICRO	North Carolina State Document microfiche, Microform Area, Main Floor
UNCA NEW BOOKS	New Books shelf, Main Floor
UNCA NEWSPAPER	Newspaper Rack, Main Floor
UNCA OVERSIZE	Oversized Books, first range, Upper Floor
UNCA OVERSIZE +	Folio, last section of oversize area, Upper Floor
UNCA PER INDEX	Index Area, Main Floor
UNCA PERIODICAL	periodicals, Main Floor (current periodicals, microforms, bound periodicals)
UNCA POP READ	Popular Reading shelf, Main Floor
UNCA REF DESK	Reference Desk bookshelf, Main Floor
UNCA REFERENCE	Reference Collection, Main Floor
UNCA RESERVES	reserved material, Circulation Desk, Main Floor or Media Center, Lower Floor
UNCA SPEC COLL	Special Collections, Upper Floor
UNCA STORAGE	storage, ask at the Reference Desk
UNCA VIDEO CASS	videocassette, Media Center, Lower Floor
UNCA VIDEO DISC	laser video disc, Media Center, Lower Floor

Appendix D

Style Manuals & Formatting a Bibliography

Once you have finished a research paper, you will usually need to format a **bibliography** or **works cited** page. Information for your bibliography should be gathered throughout the research process, so that all you need to do is format and alphabetize your citations once your writing is complete.

A bibliographic citation for a book contains five key elements: **author, title, place of publication, publisher, and year of publication**. Keep these in mind as you gather your sources. A printed record from the library catalog will contain all of these elements.

Sample Book Citation

Rose, Cynthia. *Living in America: The Soul Saga of James Brown*. London: Serpent's Tail, 1990.

This citation refers to a book by Cynthia Rose. The title of the book is *Living in America: The Soul Saga of James Brown*. It was published in London by Serpent's Tail Press in 1990.

Styles for citing journal articles vary, but a bibliographic citation for a journal article will usually include the following elements: **author, title of article, journal title, volume, issue, date, and page numbers**.

Sample Journal Citation

Roos, Michael E. "The Walrus and the Deacon: John Lennon's Debt to Lewis Carroll." *Journal of Popular Culture* 18.1 (1984): 19-29.

This citation refers to an article by Michael E. Ross. The title of the article is "The Walrus and the Deacon: John Lennon's Debt to Lewis Carroll." It was published in 1984 in the *Journal of Popular Culture*, volume 18, number 1, on pages 19-29.

Style manuals provide detailed information on how to format a bibliography and handle the mechanics of writing a research paper.

There are many types of manuals available, but most are based on the guidelines set forth in either the *Chicago Manual of Style*, the *MLA Handbook*, or the *Publication Manual of the American Psychological Association* (APA). The bibliography below lists these major style manuals. Additional style manuals can be found in the library catalog.

Chicago

The Chicago Manual of Style, 14th ed. Chicago: U of Chicago P, 1993.
(Ref Z 253 .U69 1993)

Used primarily by writers and editors in preparing a manuscript for publication.

Turabian, Kate L. *A Manual For Writers of Term Papers, Theses and Dissertations*, 6th ed. Chicago: U of Chicago P, 1996. (Ref Desk LB 2369 .T8 1996)

Used in numerous disciplines by undergraduate students and researchers. This style, based on the essential elements of the *Chicago Manual* above, is commonly referred to as "Turabian."

MLA

MLA Handbook for Writers of Research Papers, 4th ed. New York: Modern Language Association of America, 1995.
(Ref Desk LB 2369 .G53 1995)

Widely accepted in language, literature, and humanities disciplines.

APA

Publication Manual of the American Psychological Association. Washington, DC: American Psychological Assn., 1994.
(Ref Desk BF 76.7 .P83 1994)

Widely accepted in the social sciences and education.

Campbell

Campbell, William, et al. *Form and Style: Theses, Reports, Term Papers*. Boston: Houghton Mifflin, 1990. (Ref Desk LB 2369 .C3)

Incorporates and compares styles from several other manuals, particularly the *Chicago Manual*, *MLA Handbook*, and *APA*.

Special Purpose Style Manuals

Some research fields have their own specific set of guidelines for writing and citing information. The following style manuals are used in the sciences:

- | | |
|------------------|--|
| Biology | <i>Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers</i> , 6 th ed. New York: Cambridge U P, 1994. (Ref QH 304 .C68 1994) |
| Chemistry | Dodd, Janet S., ed. <i>The ACS Style Guide: A Manual for Authors and Editors</i> , 2 nd ed. Washington, D.C.: American Chemical Society, 1997. (Ref QD 8.5 .A25 1997) |
| Physics | AIP Style Manual, 4 th ed. Washington, D.C.: American Institute of Physics, 1990. (Ref QC 5.45 .A45 1990) |

There are style manuals that address specific formats or types of information. Two useful ones include: -

- | | |
|-----------------------------|---|
| Government Documents | Garner, Diane L. <i>The Complete Guide to Citing Government Information Resources: A Manual for Writers and Librarians</i> . Bethesda, MD: Congressional Information Service, 1993. (Ref J 9.5 .G37 1993) |
| Electronic Resources | Li, Xia, and Nancy B. Crane. <i>Electronic Styles: A Handbook for Citing Electronic Information</i> , 2 nd ed. Medford, N.J.: Information Today, 1996. (Ref Desk PN 171 .D37 L5 1996) |

What About Citing Web Pages?

For the latest styles for citing Web pages, electronic journals, CD-ROMs, and other electronic resources, check out the Ramsey Resource Guide "**Citing Electronic Resources**" available from the Ramsey Library Web site at <http://bullpup.lib.unca.edu/library/rr/cite.html>. Here you will find the current proposed standards for citing Web pages in APA, MLA, and Turabian styles and links to sites that can help you think critically about citing Internet information in a research paper.

While there are various styles and opinions out there on how to cite Web pages, there are **four** key elements that every Web page citation should include:

- 1) author (individual or corporate author)
- 2) title of the page and/or site
- 3) the Web address or URL
- 4) date of access

Keep these elements in mind as you surf and print Web resources.